

PURCHASE ORDER

This Purchase Order is made as of the contract award date below between Her Majesty the Queen in Right of Canada (hereinafter referred to as "Her Majesty") represented by the Minister of Fisheries and Oceans (hereinafter referred to as "Fisheries and Oceans Canada") and the supplier (as named herein).

SUPPLIER - FOURNISSEUR
STANTEC CONSULTING LTD 141 KELSEY DRIVE ST. JOHN'S, NL A1B 0L2 Canada

ISSUED BY - PRÉPARÉ PAR
PROGRAM ADMINISTRATION JOHN CABOT BLDG., 10 BARTER'S HILL P.O. BOX 5667 ST JOHN'S, NL A1C 5X1 Tel: 709 772-2686 E-mail: DIANE.WHITE@DFO-MPO.GC.CA

COMMANDE D'ACHAT

Cette commande d'achat est faite en date d'octroi de contrat ci-dessous entre Sa Majesté la Reine du chef du Canada (ci-après appelée "Sa Majesté") représentée par le Ministre des Pêches et Océans Canada (ci-après appelé "Pêches et Océans Canada") et le Fournisseur (tel qu'indiqué dans les présentes).

IMPORTANT	
The Contract No. must appear on invoices, B/L, packing lists, correspondence and outside containers. Le No. du contrat doit être indiqué sur les factures, les connaissements, les listes d'emballage, la correspondance et à l'extérieur des conteneurs.	
Contract No./No. de contrat	F6139-180014
Amend. No./No. de modif	0

Contract Award Date/ Date d'octroi de contrat	28-MAY-2018
Address Enquiries to - Adresser toute demande à UPWARD, DION Tel: 7097723244 E-mail: DION.UPWARD@DFO-MPO.GC.CA	

SHIP TO/ EXPÉDIER À: F6139	BILL TO/ FACTURER À: DFO.invoicing-facturation.MPO@canada.ca
SCH ENGINEERING & IFHP JOHN CABOT BLDG., 10 BARTER'S HILL PO BOX 5667 ST JOHN'S, NL A1C 5X1 Canada	DFO-ACCOUNTS PAYABLE/MPO-COMPTES PAYABLE PO BOX 1901, STN A / CP 1901, STN A FREDERICTON, NB E3B 5G4 Canada Attn: WHITE, DIANE
Departmental Financial Codes - Codes financiers ministériel 18310-610-120-0610-10109-6	Freight Terms - Conditions pour les frais de transport
	Contract End Date - Date de fin du contrat
FOB - FAR	PST No. - N° de TVP Exemption
	HST/GST - TPS / TVH
	EXTRA
	Estimated Total Cost - Prix total prévu 3,073.14 CAD (Tax included/TVA incluse)

Continued/ suite...

Canada

PURCHASE ORDER
(Continuation sheet)

COMMANDE D'ACHAT
(suite)

P.O. No. - N° de commande	F6139-180014
Amend. No. - N° de modif.	0

The Vendor agrees to provide to Fisheries and Oceans Canada the goods or services identified at the specified prices and in accordance with all terms and conditions of this Purchase order.

Le Fournisseur accepte de fournir Pêches et Océans Canada les biens ou services identifiés dans les présentes en conformité avec les prix spécifiés et avec les modalités de cette commande d'achat.

Continued/ suite

Item no. No Article	Description Description	Delivery Date Date de livraison	Quantity Quantité	U of I U de D	Unit Price Prix unitaire	Extended Cost Prix total prévu
1	722563011 - Concrete resurfacing wharf reconstruction - Port aux Basques (As per attached Statement of Work)	09-JUL-18	3073.14	EA /CH-EACH/CH MACUN	1.00	3,073.14

Canada



Fisheries and Oceans
Canada

Pêches et Océans
Canada

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s.19(1)

PURCHASE ORDER
(Continuation sheet)

COMMANDE D'ACHAT
(suite)

P.O. No. - N° de commande	F6139-180014
Amend. No. - N° de modif.	0

The following documents form part of this Purchase Order. The supplier recognizes and agrees to all terms and conditions set out in this request, including:

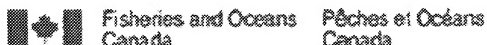
Les documents ci-joints font partie intégrale de cette commande d'achat. Le Fournisseur convient et accepte tous les termes et conditions tels que décrits dans cette demande, incluant:

Continued/ suite

General Conditions (Professional Services)

FOR THE SUPPLIER - POUR LE FOURNISSEUR		
Signature	Witness - Témoin	Date
Print or type - Imprimer ou dactylographier	Position title - Titre du poste	
Scott Allen	Jean Leclerc	
Signature	Witness - Témoin	Date
Print or type - Imprimer ou dactylographier	Position title - Titre du poste	
APPROVED FOR THE MINISTER - APPROUVÉ POUR LE MINISTRE		
Signature	Position title - Titre du poste	Date
	Regional Engineer Small Craft Harbours Newfoundland and Labrador	May 28/88
Print or type - Imprimer ou dactylographier		
Paul Curran		

Canada



PURCHASE ORDER

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SUPPLIER – FOURNISSEUR
STANTEC CONSULTING LTD 141 KELSEY DRIVE ST. JOHN'S, NL A1B 0L2 Canada

ISSUED BY - PRÉPARÉ PAR
PROGRAM ADMINISTRATION JOHN CABOT BLDG., 10 BARTER'S HILL P.O.BOX 5667 ST JOHN'S, NL A1C 5X1 Tel: 709 772-2686 E-mail: DIANE.WHITE@DFO-MPO.GC.CA

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Contract No./ No. de contrat.	F6139-180014
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Address Enquiries to - Adresser toute demande à UPWARD, DION Tel: 7097723244 E-mail: DION.UPWARD@DFO-MPO.GC.CA	

SHIP TO/ EXPÉDIER À: F6139	BILL TO/ FACTURER À: DFO.invoicing-facturation.MPO@canada.ca
SCH ENGINEERING & IFHP JOHN CABOT BLDG., 10 BARTER'S HILL PO BOX 5667 ST JOHN'S,NL A1C 5X1 Canada	DFO-ACCOUNTS PAYABLE/MPO-COMPTES PAYABLE PO BOX 1901, STN A / CP 1901, STN A FREDERICTON,NB E3B 5G4 Canada Attn: WHITE,DIANE

Departmental Financial Codes - Codes financiers ministériels 18310-610-120-0630-10109-6		Freight Terms - Conditions pour les frais de transport	
		Contract End Date - Date de fin du contrat	
FOB - FAR	PST No. - N° de TVP Exemption	HST/GST - TPS / TVH EXTRA	Estimated Total Cost - Prix total prévu 3,073.14 CAD (Tax excluded)/(Taxe exclue)

Continued/ suite...

Canada



Fisheries and Oceans
Canada

Pêches et Océans
Canada

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PURCHASE ORDER
(Continuation sheet)

COMMANDE D'ACHAT
(suite)

P.O. No. - N° de commande	F6139-180014
Amend. No. - N° de modif.	0

The Vendor agrees to provide to Fisheries and Oceans Canada the goods or services identified at the specified prices and in accordance with all terms and conditions of this Purchase order.

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Continued/ suite...

Item no. No Article	Description Description	Delivery Date Date de livraison	Quantity Quantité	U of I U de D	Unit Price Prix unitaire	Extended Cost Prix total prévu
1	722565011 - Concrete testing - wharf reconstruction - Port aux Basques (As per attached Statement of Work)	09-JUL-18	3073.14	EA /CH-EACH/C HACUN	1.00	3,073.14

Canada



Fisheries and Oceans
Canada

Pêches et Océans
Canada

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PURCHASE ORDER
(Continuation sheet)

COMMANDE D'ACHAT
(suite)


P.O. No. - N° de commande	F6139-180014
Amend. No. - N° de modif.	0

The following documents form part of this Purchase Order. The supplier recognizes and agrees to all terms and conditions set out in this request, including:

Les documents ci-joints font partie intégrale de cette commande d'achat. Le Fournisseur convient et accepte tous les termes et conditions tels que décrits dans cette demande, incluant:

Continued/ suite...

General Conditions (Professional Services)

FOR THE SUPPLIER - POUR LE FOURNISSEUR		
Signature	Witness - Témoin	Date
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Signature	Witness - Témoin	Date
Print or type - Imprimer ou dactylographier	Position title - Titre du poste	
APPROVED FOR THE MINISTER - APPROUVÉ POUR LE MINISTRE		
Signature	Position title - Titre du poste	Date
 Paul Curran	Regional Engineer Small Craft Harbours Newfoundland and Labrador Region	May 28/18
Print or type - Imprimer ou dactylographier		

Canada



Fisheries
and Oceans

Pêches
et Océans

Project Number: F6139-180014

Project Title: Concrete Testing - Wharf Reconstruction, Port aux Basques, NL

IPI Number: 722565-011

Anticipated Start Day: 11 June 2018

Anticipated Date of Completion: 9 July 2018

Location of Work: Port aux Basques, NL

Background Statement: See attached Request for Engineering Services.

Scope of Work: See attached Request for Engineering Services.

General Terms and Conditions:

1. Consultant must provide:
 - a. A Corporate Health and Safety Plan that outlines:
 - i. Corporate Policies and Procedures,
 - ii. Site Specific Safety Plan
 - b. Proof of Third Party Liability Insurance; and

Deliverables: The project deliverables will be the completion of the above work identified in Request of Engineering Services.

Method of Payment: The Contractor will be paid upon submission of proper invoicing to Small Craft Harbours.

Pricing: The total of this lump sum contract is: Three Thousand Seventy-Three Dollars and Fourteen Cents, **\$3,073.14 (+ HST)** (See attached)

Note: All applicable taxes are to be listed separately.

Small Craft Harbours Project Manager: Dion Upward, Project Engineer

Contractor: Stantec Consulting Ltd.
141 Kelsey Drive
St. John's, NL A1B 0L2

Contact: Mr. Scott Allen
Telephone: (709) 639-9712 **Fax:** (709) 639-3001

Canada



Fisheries and Oceans
Pêches et Océans

Request for Engineering Services

Consultant to provide pricing to complete the scope of work in accordance with industry accepted standards and practices.

Scope of Work

Small Craft Harbours (SCH) is seeking an engineering firm to complete onsite and laboratory materials testing for the Wharf Reconstruction project at Channel-Port aux Basques, NL. This scope of work will include concrete testing, compaction testing of aggregates and asphalt testing.

Concrete Testing

Work required will include the following:

- Travel to and from home base to work site;
- Extraction of six (6) concrete cores from the wharf deck;
- Shipping of samples to STJ laboratory;
- Unit weight determination and compression strength testing;
- Submission of a letter report summarizing laboratory results.

SCH will be responsible for management of the project.

All work to be in metric units.

Deliverables: Letter report summarizing laboratory results.

Consultant to provide a copy of safety plan.

Work Scope is to be completed and accepted by Small Craft Harbours by 9 July 2018.

Canada



Stantec Consulting Ltd

141 Kelsey Drive, St. John's, NL A1B 0L2

Email

To:	Mr. Dion Upward, P.Eng	From:	Mr. Scott Allen
Company:	Small Craft Harbours	Phone:	(709)-639-9712
Email:	Dion.upward@dfo-mpo.gc.ca	Fax:	(709)-639-3001
Date:	May 18, 2018		
File:	121621963		6 page(s) total includes cover sheet. Original will NOT follow by mail.

The content of this e-mail is confidential. If the reader is not the intended recipient or its agent, be advised that any dissemination, distribution or copying of the content of this e-mail is prohibited. If you have received this e-mail in error, please notify us immediately and return the original e-mail to us by mail at our expense. Thank you.

Reference: Engineering Services, Wharf Reconstruction, Port aux Basques, NL

Further to your request, Stantec Consulting Ltd., (Stantec) is pleased to submit the following opinion of probable cost Fee Proposal to provide onsite and laboratory testing services for the above noted project. The scope of work includes the extraction of a total of six (6) concrete cores from the wharf deck. The concrete core samples will be shipped to our St. John's laboratory for visual assessment (6), unit weight determination (6) and compressive strength testing (6). A brief letter report will be issued upon completion of testing summarizing the laboratory testing results.

The hardened concrete properties (unit weight and compressive strength) will be reported following testing of the cores extracted from the concrete elements. For compressive strength determination, CSA A23.2-14C recommends that cores of 100 mm diameter be used whenever practical, however, cores of lesser diameter have been used with acceptable results. The test procedure states that the diameter must be at least three times the nominal maximum size of the coarse aggregate and the length is as close as possible to twice the diameter and not less than equal to the diameter. The maximum aggregate size in the concrete is assumed to be 20 mm and we propose to extract three (6) nominal 70 mm diameter cores for compressive strength testing. We propose to core to a maximum depth of approximately 150 mm for compressive strength testing to achieve the recommended 2:1 L:D ratio, however depending on structure thickness shorter cores may be extracted.

It is assumed the cores will be extracted vertically from the slab at locations to be identified with your consultation and that there is no special access equipment in terms of tie-offs and lanyards required for our staff to work safely during coring operations. Also, it is understood that our client will provide written clearance for the coring locations to ensure there are no utilities present in the concrete. We will identify the core locations on a field sketch. It is our understanding that access to water and electricity for coring operations will be provided. The cores will be returned to our St. John's laboratory for visual assessment, unit weight determination, and compressive strength testing

Design with community in mind



May 18, 2018
Mr. Dion Upward, P.Eng
Page 2 of 2

Reference: Engineering Services, Wharf Rehabilitation, Port aux Basques, NL

As indicated on the attached opinion of probable costs Fee Schedule, the estimated cost to complete the above noted services is **\$3,073.14 (plus HST)**. Any additional work will be agreed upon prior to initiation at our standard rates indicated. The invoice for the work will be issued shortly following delivery of the report.

All work by Stantec will be completed in accordance with our standard operating procedures and work instructions following our Certified Quality Management System (ISO-9001-2008) and our safe work practices of our Health and Safety Management System under the supervision of the undersigned. The work will be carried out by qualified Stantec personnel from our Corner Brook and St. John's offices using our own equipment and facilities.

Site safety will be the responsibility of Small Craft Harbours and our staff will adhere to the policies implemented (as well as Stantec's Health and Safety Policies). The services will be conducted and the agreement performed in accordance with our Professional Services Terms and Conditions, attached.

The field work can commence within one week of acceptance of this proposal. Laboratory testing will be completed within one week of receipt of cores and a letter report of findings and results will be provided shortly after completion of laboratory testing.

Trusting this meets your approval. To indicate your acceptance and authorization to proceed with the work, please sign and return the attached Work Order. If you have any questions or require any additional information, please contact the undersigned at your convenience.

Regards,

STANTEC CONSULTING LTD.


A handwritten signature in black ink, appearing to read "Scott Allen", written over a horizontal line.

Scott Allen, EIT.,
Team Lead/ Project Manager
scott.allen@stantec.com

Attachments: Table 1 Opinion of Probable Cost Fee Schedule
Professional Services Terms and Conditions
Work Order

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Design with community in mind

 Stantec	Table 1 - FEE SCHEDULE Stantec Consulting Ltd.	Date: 18-May-18	Job No. 121621963
	Engineering Services Wharf Reconstruction, Port aux Basques, NL	Rev. No. 1	PAGE
	OPINION OF PROBABLE COSTS		1 of 1

s.20(1)(b)

s.20(1)(c)

ITEM	DESCRIPTION	UNITS	QUANTITY	UNIT COST	BUDGET
Table 1 - FEE SCHEDULE					
1.0	Professional Services				
1.1	Principal - Project Management & Reporting	Hours			
1.2	Engineer - Project Management/Reporting/Photos	Hours			
1.3	Administration	Hours			
2.0	Disbursements				
2.1	Mobilization Vehicle	km			
2.2	Shipping of Concrete Cores - Corner Brook to St. John's, NL*	LS			
3.0	Equipment Charges				
3.1	Coring Machine	Day			
3.2	Core Bit Wear	Core			
3.3	Patching Compound	LS			
3.4	Miscellaneous Anchors and Drill	LS			
4.0	Professional Services				
4.1	Field Technician - Onsite (Including Travel Time)	Hours			
4.2	Field Technician - Onsite (Including Travel Time)	Hours			
4.3	Unit Weight Determination	Core			
4.4	Trimming and Capping Cores	Core			
4.5	Compressive Strength Determination	Core			
5.0	Total				
5.1	Office Charge - inclusive				
5.2	TOTAL (Excluding HST)				\$3,073.14

Notes: 1.) HST Extra

2.) Any additional work will be charged based on the rates noted above.

* Estimate provided herein, invoicing will be based on actual costs

The following Terms and Conditions are attached to and form part of a proposal for services to be performed by Consultant and together, when the CLIENT authorizes Consultant to proceed with the services, constitute the AGREEMENT. Consultant means the Stantec entity issuing the Proposal.

DESCRIPTION OF WORK: Consultant shall render the services described in the Proposal (hereinafter called the "SERVICES") to the CLIENT.

TERMS AND CONDITIONS: No terms, conditions, understandings, or agreements purporting to modify or vary these Terms and Conditions shall be binding unless hereafter made in writing and signed by the CLIENT and Consultant. In the event of any conflict between the Proposal and these Terms and Conditions, these Terms and Conditions shall take precedence. This AGREEMENT supercedes all previous agreements, arrangements or understandings between the parties whether written or oral in connection with or incidental to the PROJECT.

COMPENSATION: Payment is due to Consultant upon receipt of invoice. Failure to make any payment when due is a material breach of this AGREEMENT and will entitle Consultant, at its option, to suspend or terminate this AGREEMENT and the provision of the SERVICES. Interest will accrue on accounts overdue by 30 days at the lesser of 1.5 percent per month (18 percent per annum) or the maximum legal rate of interest. Unless otherwise noted, the fees in this agreement do not include any value added, sales, or other taxes that may be applied by Government on fees for services. Such taxes will be added to all invoices as required.

NOTICES: Each party shall designate a representative who is authorized to act on behalf of that party. All notices, consents, and approvals required to be given hereunder shall be in writing and shall be given to the representatives of each party.

TERMINATION: Either party may terminate the AGREEMENT without cause upon thirty (30) days notice in writing. If either party breaches the AGREEMENT and fails to remedy such breach within seven (7) days of notice to do so by the non-defaulting party, the non-defaulting party may immediately terminate the Agreement. Non-payment by the CLIENT of Consultant's invoices within 30 days of Consultant rendering same is agreed to constitute a material breach and, upon written notice as prescribed above, the duties, obligations and responsibilities of Consultant are terminated. On termination by either party, the CLIENT shall forthwith pay Consultant all fees and charges for the SERVICES provided to the effective date of termination.

ENVIRONMENTAL: Except as specifically described in this AGREEMENT, Consultant's field investigation, laboratory testing and engineering recommendations will not address or evaluate pollution of soil or pollution of groundwater.

PROFESSIONAL RESPONSIBILITY: In performing the SERVICES, Consultant will provide and exercise the standard of care, skill and diligence required by customarily accepted professional practices normally provided in the performance of the SERVICES at the time and the location in which the SERVICES were performed.

LIMITATION OF LIABILITY: The CLIENT releases Consultant from any liability and agrees to defend, indemnify and hold Consultant harmless from any and all claims, damages, losses, and/or expenses, direct and indirect, or consequential damages, including but not limited to attorney's fees and charges and court and arbitration costs, arising out of, or claimed to arise out of, the performance of the SERVICES, excepting liability arising from the sole negligence of Consultant. It is further agreed that the total amount of all claims the CLIENT may have against Consultant under this AGREEMENT, including but not limited to claims for negligence, negligent misrepresentation and/or breach of contract, shall be strictly limited to the lesser of professional fees paid to Consultant for the SERVICES or \$50,000.00. No claim may be brought against Consultant more than two (2) years after the cause of action arose. As the CLIENT's sole and exclusive remedy under this AGREEMENT any claim, demand or suit shall be directed and/or asserted only against Consultant and not against any of Consultant's employees, officers or directors.

Consultant's liability with respect to any claims arising out of this AGREEMENT shall be absolutely limited to direct damages arising out of the SERVICES and Consultant shall bear no liability whatsoever for any consequential loss, injury or damage incurred by the CLIENT, including but not limited to claims for loss of use, loss of profits and/or loss of markets.

INDEMNITY FOR MOLD CLAIMS: It is understood by the parties that existing or constructed buildings may contain mold substances that can present health hazards and result in bodily injury, property damage and/or necessary remedial measures. If, during performance of the SERVICES, Consultant knowingly encounters any such substances, Consultant shall notify the CLIENT and, without liability for consequential or any other damages, suspend performance of services until the CLIENT retains a qualified specialist to abate and/or remove the mold substances. The CLIENT agrees to release and waive all claims, including consequential damages, against Consultant, its subconsultants and their officers, directors and employees arising from or in any way connected with the existence of mold on or about the project site whether during or after completion of the SERVICES. The CLIENT further agrees to indemnify and hold Consultant harmless from and against all claims, costs, liabilities and damages, including reasonable attorneys' fees and costs, arising in any way from the existence of mold on the project site whether during or after completion of the SERVICES, except for those claims, liabilities, costs or damages caused by the sole gross negligence and/or knowing or willful misconduct of Consultant. Consultant and the CLIENT waive all rights against each other for mold damages to the extent that such damages sustained by either party are covered by insurance.

DOCUMENTS: All of the documents prepared by or on behalf of Consultant in connection with the PROJECT are instruments of service for the execution of the PROJECT. Consultant retains the property and copyright in these documents, whether the PROJECT is executed or not. These documents may not be used for any other purpose without the prior written consent of Consultant. In the event Consultant's documents are subsequently reused or modified in any material respect without the prior consent of Consultant, the CLIENT agrees to defend, hold harmless and indemnify Consultant from any claims advanced on account of said reuse or modification.

Any document produced by Consultant in relation to the Services is intended for the sole use of Client. The documents may not be relied upon by any other party without the express written consent of Consultant, which may be withheld at Consultant's discretion. Any such consent will provide no greater rights to the third party than those held by the Client under the contract, and will only be authorized pursuant to the conditions of Consultant's standard form reliance letter.

Consultant cannot guarantee the authenticity, integrity or completeness of data files supplied in electronic format ("Electronic Files"). CLIENT shall release, indemnify and hold Consultant, its officers, employees, Consultant's and agents harmless from any claims or damages arising from the use of Electronic Files. Electronic files will not contain stamps or seals, remain the property of Consultant, are not to be used for any purpose other than that for which they were transmitted, and are not to be retransmitted to a third party without Consultant's written consent.


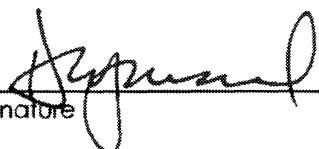
FIELD SERVICES: Consultant shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with work on the PROJECT, and shall not be responsible for any contractor's failure to carry out the work in accordance with the contract documents. Consultant shall not be responsible for the acts or omissions of any contractor, subcontractor, any of their agents or employees, or any other persons performing any of the work in connection with the PROJECT. Consultant shall not be the prime contractor or similar under any occupational health and safety legislation.

GOVERNING LAW/COMPLIANCE WITH LAWS: The AGREEMENT shall be governed, construed and enforced in accordance with the laws of the jurisdiction in which the majority of the SERVICES are performed. Consultant shall observe and comply with all applicable laws, continue to provide equal employment opportunity to all qualified persons, and to recruit, hire, train, promote and compensate persons in all jobs without regard to race, color, religion, sex, age, disability or national origin or any other basis prohibited by applicable laws.

DISPUTE RESOLUTION: If requested in writing by either the CLIENT or Consultant, the CLIENT and Consultant shall attempt to resolve any dispute between them arising out of or in connection with this AGREEMENT by entering into structured non-binding negotiations with the assistance of a mediator on a without prejudice basis. The mediator shall be appointed by agreement of the parties. If a dispute cannot be settled within a period of thirty (30) calendar days with the mediator, if mutually agreed, the dispute shall be referred to arbitration pursuant to laws of the jurisdiction in which the majority of the SERVICES are performed or elsewhere by mutual agreement.

ASSIGNMENT: The CLIENT and Consultant shall not, without the prior written consent of the other party, assign the benefit or in any way transfer the obligations under these Terms and Conditions or any part hereof.

SEVERABILITY: If any term, condition or covenant of the AGREEMENT is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions of the AGREEMENT shall be binding on the CLIENT and Consultant.

WORK ORDER			
		DATE:	May 18, 2018
PROJECT NAME:	Engineering Services, Wharf Reconstruction, Port Aux Basques, NL		
PROPOSAL NUMBER:	121621963		
STANTEC PROJECT MGR	Scott Allen		
CLIENT NAME:	DFO - Small Craft Harbours		
CLIENT ADDRESS:	P.O. Box 5667, 10 Barter's Hill, St. John's, NL A1C 5X1		
LOCATION OF SERVICES:	Port Aux Basques, NL		
SCOPE OF WORK DESCRIBED AS FOLLOWS OR AS DESCRIBED IN THE ATTACHED PROPOSAL:			
1) As per our letter dated May 18, 2018 2) 3)			
ATTACHMENTS:			
1) As per our letter dated May 18, 2018			
ESTIMATED BUDGET/CONTRACT PRICE:		\$ 3,073.14 (plus HST) Time and Materials	
SCHEDULE:	START DATE	May 2018	COMPLETION DATE: August 2018
PLEASE INDICATE BILLING ADDRESS AND ANY SPECIAL BILLING INSTRUCTIONS (E.G., P.O. NUMBER REQUIRED):			
<i>By signing this work order, Client agrees to be bound by the terms and conditions of this professional services agreement.</i>			
FOR STANTEC CONSULTING LTD.:			
			
Signature			
Scott Allen, EIT, Team Leader.		DATE: MAY 18, 2018	
Print Name and Title			
FOR CLIENT:			
			
Signature			
DION UPWARD, SENIOR PROJECT ENGINEER		DATE: 18 May 2018	
Print Name and Title			



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

F6139 - 180014

Security Classification / Classification de sécurité
Unclassified

SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Fisheries and Oceans Canada		2. Branch or Directorate / Direction générale ou Direction SCH
3 a) Subcontract Number / Numéro du contrat de sous-traitance		3 b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
4. Brief Description of Work / Brève description du travail Concrete Testing - Wharf Reconstruction - Port aux Basques		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO RESTRICTED <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO DIFFUSION RESTREINTE <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	NATO CONFIDENTIAL <input type="checkbox"/>	SECRET <input type="checkbox"/>
SECRET <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET <input type="checkbox"/>	NATO COSMIC TOP SECRET <input type="checkbox"/>	TOP SECRET <input type="checkbox"/>
TRÈS SECRET <input type="checkbox"/>	COSMIC TRÈS SECRET <input type="checkbox"/>	TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) <input type="checkbox"/>
TRÈS SECRET (SIGINT) <input type="checkbox"/>		TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
Unclassified

Canada



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

F6139-180014

Security Classification / Classification de sécurité
Unclassified

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

☒ No ☐ Yes
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET - SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?

Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

☐ No ☒ Yes
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☐ No ☒ Yes
Non Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?

Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?

Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

☒ No ☐ Yes
Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?

Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

☒ No ☐ Yes
Non Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?

Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?

Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

☒ No ☐ Yes
Non Oui

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#6138-180014

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Unclassified

PART C (continued) / PARTIE C (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer pour chaque catégorie les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉE			INFO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / INFO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / INFO CONFIDENTIELLE	NATO SECRET	NORAD TOP SECRET / COMSEC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
										A	B	C				
Information / Assets / Renseignements / Biens / Informations																
IT Media / Support TI																
IT Link / Lien électronique																

- 12 a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

- 12 b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat F6139-180014
Security Classification / Classification de sécurité Unclassified

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13 Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Dion Upward		Title - Titre Sen. Proj. Eng	Signature
Telephone No. - N° de téléphone 472 3244	Facsimile No. - N° de télécopieur - 4610	E-mail address - Adresse courriel dion.upward@dfo-mpo.gc.ca	Date 24 May 2018
14 Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Jeff Foster		Title - Titre Departmental Security Officer	Signature
Telephone No. - N° de téléphone 613-991-4413	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel jeff.foster@dfo-mpo.gc.ca	Date
15 Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
16 Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17 Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées) Jeff Foster		Title - Titre Departmental Security Officer	Signature
Telephone No. - N° de téléphone 613-991-4413	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel jeff.foster@dfo-mpo.gc.ca	Date

Security Clause: No Security Requirement

ANNEX A

- The supplier and all individuals assigned to work on the contract or arrangement MUST NOT have access to PROTECTED or CLASSIFIED information/assets.
- The supplier and all individuals assigned to work on the contract or arrangement MUST NOT have unescorted access to restricted access areas of Fisheries and Oceans Canada facilities, or Canadian Coast Guard vessels.
- The supplier and all individuals assigned to work on the contract or arrangement MUST NOT remove any PROTECTED or CLASSIFIED information/assets from DFO site(s).
- Subcontracts or arrangements with a third party which contain security requirements are NOT to be awarded without the prior written permission of the Contracting Authority (i.e. a new SRCL must be submitted and processed following the same procedure as for contracts with security requirements).

GENERAL CONDITIONS PROFESSIONAL SERVICES

1. In the Contract,
 - 1.1 "Award Date" means the date of the award of the Contract by the Department to the Contractor.
 - 1.2 "Contract" means the written agreement between the parties which incorporates these general conditions and every other document specified or referred to in the Contract, as such may be amended by the parties from time to time.
 - 1.3 "Contractor" means the vendor and any other party to the Contract other than Her Majesty.
 - 1.4 "General Conditions" means this document as amended from time to time.
 - 1.5 "Intellectual Property" means any intellectual property right recognized by the law, including any intellectual property through legislation (such as that governing patents, copyright, industrial design, integrated circuit topography, or plant breeders' rights) or arising from protection of information as a trade secret or as confidential information.
 - 1.6 "Invention" means any new and useful art, process, machine, manufacture or composition of matter, or any new and useful improvement thereof.
 - 1.7 "Minister" means the Minister of Fisheries and Oceans and any other person authorized to act on his or her behalf.
 - 1.8 "Per Diem" means a period of 7.5 hours of actual work per day. Where actual hours worked are less than 7.5 hours per day, the amount to be paid will be pro rated accordingly.
 - 1.9 "Person" includes, without limiting the generality of the foregoing, any individual, partnership, firm, company, corporation, joint venture, syndicate, organization or any other form of entity howsoever designated or constituted, or any group, combination or aggregation of any of them.
 - 1.10 "Prototypes" includes models, patterns and samples.
 - 1.11 "Technical Documentation" includes designs, reports, photographs, drawings, plans, specifications, computer software, surveys, calculations and other data, information and material collected, computed, drawn or produced, including computer printouts.
 - 1.12 "Work", unless otherwise expressed in the Contract, means everything that is necessary to be done, furnished or delivered by the Contractor to perform the Contractor's obligations under the Contract.
 - 1.13 The headings introducing sections are inserted for convenience of reference only and in no way define, limit, construe or describe the scope or intent of such sections.
 - 1.14 A cross reference to a section number is a reference to all its sub-sections.
 - 1.15 Words in the singular include the plural and words in the plural include the singular.
 - 1.16 Words imparting a gender include any other gender.

2. Priority of Documents

- 2.1 In the event of discrepancies or conflicts between these General Conditions and anything in the other documents that together form the Contract, these General Conditions govern except that if there is a conflict between these General Conditions and the Articles of Agreement, the Offer of Services, or such similar document, then the Articles of Agreement, the Offer of Services, or such similar document, whichever may be the case, shall govern.

3. Successors and Assigns

- 3.1 The Contract shall enure to the benefit of and be binding upon the parties hereto and their lawful heirs, executors, administrators, successors and permitted assigns.

4. Assignment, Novation and Subcontracting

- 4.1 The Contract shall not be assigned without the prior written consent of the Minister. Any assignment made without that consent is void and of no effect.
- 4.2 No assignment shall relieve the Contractor of any obligation under the Contract or impose any liability upon Her Majesty or the Minister.
- 4.3 Any assignment by the Minister of Her Majesty's interest in the Contract shall include the novation of the Minister's assignee as a party to the Contract. The Contractor shall be obliged to accept the novation. The parties shall promptly execute and deliver all documents as are reasonably required to give effect to any novation.
- 4.4 Neither the whole nor any part of the Work may be subcontracted by the Contractor without the prior written consent of the Minister. Every subcontract shall incorporate such terms and conditions of the Contract as may be reasonably applied thereto.

5. Time of the Essence

- 5.1 Time is of the essence of the Contract and every part thereof, except as may be otherwise provided.

6. Force Majeure

- 6.1 A delay in the performance by the Contractor of any obligation under the Contract which is caused solely by an event that:

- 6.1.1 was beyond the reasonable control of the Contractor;
- 6.1.2 could not have reasonably been foreseen;
- 6.1.3 could not have reasonably been prevented by means reasonably available to the Contractor; and
- 6.1.4 occurred without the fault or neglect of the Contractor,

may, subject to subsections 6.2, 6.3 and 6.4 constitute an "excusable delay" provided that the Contractor invokes this subsection by giving notice pursuant to subsection 6.4.

- 6.2 If any delay in the Contractor's performance of any obligation under the Contract is caused by delay of a subcontractor, such a delay may constitute an "excusable delay" by the Contractor, only if the delay of the subcontractor meets the criteria for an "excusable delay" by the Contractor pursuant to this section and only to the extent that the Contractor has not contributed to the delay.
- 6.3 Notwithstanding subsection 6.1 any delay caused by the Contractor's lack of financial resources or an event that is a ground for termination pursuant to section 9 or any delay by the Contractor in fulfilling an obligation to deliver a bond, guarantee, letter of credit or other security relating to performance or payment of money shall not qualify as an "excusable delay."
- 6.4 The Contractor shall not benefit from an "excusable delay" unless the Contractor has:
- 6.4.1 used its best efforts to minimize the delay and recover lost time;
 - 6.4.2 advised the Minister of the occurrence of the delay, or of the likelihood of a delay occurring, as soon as the Contractor has knowledge of the occurrence of or likelihood of the delay;
 - 6.4.3 within fifteen (15) working days of the beginning of the delay or of the likelihood of a delay coming to the attention of the Contractor, advised the Minister of the full facts or matters giving rise to the delay and provided to the Minister for approval, which shall not be unreasonably withheld, a clear work-around-plan that details the steps the Contractor proposes to take in order to minimize the impact of the event causing the delay or the likely delay. The work-around-plan shall include alternative sources of materials and labour, if the event causing the delay or likely delay involves the supply of them; and
 - 6.4.4 carried out the work-around-plan approved by the Minister.
- 6.5 In the event of an "excusable delay", any delivery date or other date that is directly affected shall be postponed for a reasonable time not to exceed the duration of the "excusable delay." The parties shall amend the Contract, as appropriate, to reflect any such change in the dates.
- 6.6 Notwithstanding subsection 6.7, if an "excusable delay" has continued for fifteen (15) working days or more, the Minister may, in his sole discretion, terminate the Contract. In that event, the parties agree that neither of them will make any claim against the other for damages, costs, expected profits or any other loss arising out of the termination or the event that gave rise to the "excusable delay." The Contractor agrees to immediately repay to Her Majesty, the portion of any advance payment that is unliquidated at the date of the termination. Subsections 9.4, 9.5 and 9.6 apply in the event of termination under this subsection.
- 6.7 Except to the extent that Her Majesty is responsible for the delay for reasons of failure to meet an obligation under the Contract, Her Majesty shall not be liable for any costs or charges of any nature incurred by the Contractor or any of its subcontractors or agents as a result of an "excusable delay."

7. Indemnification

- 7.1 The Contractor shall indemnify and save harmless Her Majesty and the Minister from and against all claims, demands, losses, damages, costs, expenses, actions and other proceedings, by whomsoever made, sustained, brought, prosecuted, or threatened to be brought or prosecuted, in any manner based upon, occasioned by or attributable to:
- 7.1.1 any injury to or death of a person or damage to or loss of property arising from any wilful or negligent act, omission or delay on the part of the Contractor, the Contractor's employees or agents in performing the Work or as a result of the Work;

- 7.1.2 any lien, attachment, charge, encumbrance or similar claim upon any property vested in Her Majesty under the Contract; and
- 7.1.3 the use of the invention claimed in a patent, or infringement or alleged infringement of any patent or any registered industrial design or any copyright resulting from the performance of the Contractor's obligations under the contract, and in respect of the use of or disposal by Her Majesty of anything furnished pursuant to the contract.
- 7.2 The Contractor's liability to indemnify or reimburse Her Majesty under the Contract shall not affect or prejudice Her Majesty from exercising any of Her Majesty's other rights.

8. Notices

- 8.1 Any notice, request, direction or other communication required to be given under the Contract shall be in writing and is effective if delivered by registered mail, facsimile or other electronic means that provides a paper record of the text of the notice and confirmation of its receipt by the person at the address stipulated in the Contract. Any notice, request, direction or other communication shall be deemed to have been given if by registered mail, on the date upon which the postal receipt is signed by the recipient; if by facsimile or other electronic means, on the date on which it was successfully transmitted, and if in person, on the date of delivery.

9. Termination for Convenience

- 9.1 Notwithstanding anything contained in the Contract, the Minister may, at any time prior to the completion of the Work, by giving notice to the Contractor (termination notice), terminate the Contract as regards all or any part of the Work not completed. Upon a termination notice being given, the Contractor shall cease work in accordance with and to the extent specified in the notice, but shall proceed to complete such part or parts of the Work as are not affected by the termination notice. The Minister may, at any time or from time to time, give one or more additional termination notices with respect to any or all parts of the Work not terminated by any previous termination notice.
- 9.2 In the event of a termination notice being given pursuant to subsection 9.1, the Contractor shall be entitled to be paid, to the extent that costs have been reasonably and properly incurred for purposes of performing the Contract and to the extent that the Contractor has not already been so paid or reimbursed by Canada:
 - 9.2.1 on the basis of the Contract Price, for all completed work that is inspected and accepted in accordance with the Contract, whether completed before, or after and in compliance with the instructions contained in the termination notice;
 - 9.2.2 the Cost to the Contractor plus a fair and reasonable profit thereon, for all work terminated by the termination notice before completion, the Cost to the Contractor being determined in accordance with the terms of the Contract; and
 - 9.2.3 all costs of and incidental to the termination of the Work or part thereof, but not including the cost of severance payments or damages to employees whose services are no longer required by reason of the termination except wages that the Contractor is obligated by statute to pay them and except for reasonable severance payments or damages paid to employees hired to perform the Contract whose hiring was expressly required by the Contract or approved in writing by the Minister for the purpose of the Contract.
- 9.3 The Minister may reduce the payment in respect of any of the Work to the extent that, upon inspection, it is deficient in meeting the requirements of the Contract.

- 9.4 Notwithstanding anything in subsection 9.2, the total of the amounts to which the Contractor is entitled under paragraphs 9.2.1 and 9.2.2, together with any amounts paid or due or becoming due to the Contractor under other provisions of the Contract, shall not exceed the Contract Price or the portion thereof that is applicable to the part of the Work that is terminated.
- 9.5 In the procuring of materials and parts required for the performance of the Contract and in the subcontracting of any of the Work, the Contractor shall, unless otherwise authorized by the Minister, place purchase orders and subcontracts on terms that will enable the Contractor to terminate the same upon terms and conditions similar in effect to those provided in this section, and generally, the Contractor shall co-operate with the Minister and do everything reasonably within its power at all times to minimize the amount of Canada's obligations in the event of a termination under this section.
- 9.6 The Contractor shall have no claim for damages, compensation, loss of profit, allowance or otherwise by reason of, or directly or indirectly arising out of, any action taken or termination notice given by the Minister under this section, except to the extent that this section expressly provides.
10. Termination due to Default of Contractor
- 10.1 The Minister may, by notice to the Contractor, terminate the whole or any part of the Work if:
- 10.1.1 the Contractor becomes bankrupt, or insolvent or a receiving order is made against the Contractor, or an assignment is made for the benefit of creditors, or an order is made or resolution passed for the winding up of the Contractor, or if the Contractor takes the benefit of any statute for the time being in force relating to bankrupt or insolvent debtors; or
- 10.1.2 the Contractor fails to perform any of its obligations under the Contract, or in the Minister's view, so fails to make progress as to endanger performance of the Contract in accordance with its terms.
- 10.2 If the Minister terminates the Work in whole or in part under this section, the Minister may arrange, upon such terms and conditions and in such manner as the Minister deems appropriate, for the Work to be completed that was so terminated, and the Contractor shall be liable to the Minister for any excess costs including additional costs relating to the completion of the Work.
- 10.3 Upon termination of the Work under subsection 10.1 the Minister may require the Contractor to deliver and transfer title to the Minister, in the manner and to the extent directed by the Minister, in any finished Work which has not been delivered and accepted prior to such termination and in any materials or work-in-process which the Contractor has specifically acquired or produced for the fulfilment of the Contract. The Minister shall pay the Contractor for all such finished Work delivered pursuant to such direction and accepted by the Minister, the cost to the Contractor of such finished Work plus the proportionate part of any fee fixed by the Contract and shall pay or reimburse the Contractor the fair and reasonable cost to the Contractor of all materials or work-in-process delivered to the Minister pursuant to such direction. The Minister may withhold from the amounts due to the Contractor such sums as the Minister determines to be necessary to protect the Minister against excess costs for the completion of the Work.
- 10.4 The Contractor shall not be entitled to be reimbursed any amount which, taken together with any amounts paid or becoming due to the Contractor under the Contract, exceeds the Contract price applicable to the Work or the particular part thereof.

- 10.5 If after the Minister issues a notice of termination under 10.1, it is determined by the Minister that the default of the Contractor is due to causes beyond the control of the Contractor, such notice of termination shall be deemed to have been issued pursuant to 9.1 and the rights and obligations of the parties hereto shall be governed by 9.

11. Records to be kept by Contractor

- 11.1 The Contractor shall keep accounts, invoices, receipts, vouchers, records and all other documents of the cost of the Work and of all expenditures or commitments in a manner and to the extent sufficient for audit purposes to the satisfaction of the Minister. Such accounts, invoices, receipts, vouchers and all other documents shall be open to audit and inspection by the Minister who may make copies and take extracts there from.
- 11.2 The Contractor shall provide facilities for audit and inspection purposes and shall provide the Minister with such information as requested by the Minister for those purposes.
- 11.3 The Contractor shall not dispose of any such accounts, invoices, receipts, vouchers, records or other documents without the prior written consent of the Minister and shall preserve and keep them available for audit and inspection by the Minister to his satisfaction, for a six (6) year period plus current year, following completion, termination or suspension of the Work.
- 11.4 The awarding of this contract does not include the authority to safeguard sensitive information on the Contractor's premises. Such information shall be retained upon the premises of the Department's facility unless otherwise authorized to be removed.

12. Conflict of Interest and Post-Employment Code

- 12.1 It is a term of this contract that no individual, for whom the post-employment provisions of the Conflict of Interest and Post-Employment Code for Public Office Holders (1994) or the Values and Ethics Codes for the Public Services (2003) apply, shall derive a direct benefit from this contract unless that individual is in compliance with the applicable post-employment provisions.
- 12.2 It is a term of this contract that during the term of the contract any persons engaged in carrying out this contract shall conduct themselves in compliance with the principles in the Conflict of Interest and Post-Employment Code for Public Office Holders (1994) which are the same as those in the Conflict of Interest and Post-Employment Code for the Public Service (1985), with the addition that decisions shall be made in the public interest and with regard to the merits of each case. Should an interest be acquired during the life of the contract that would cause a conflict of interest or seem to cause a departure from the principles, the Contractor shall declare it immediately to the Minister.
- 12.3 It is a term of this contract that any persons engaged in the course of this contract and subsequent to it shall conduct themselves in manner such that there is not and will not be any conflict arising from competing or opposing interests of other clients of the Contractor. Should an interest be acquired during the life of the contract that would cause a conflict of interest, the Contractor shall declare it immediately to the Minister.

13. Contractor Status

- 13.1 This is a Contract for services and the Contractor is an independent contractor for the sole purpose of providing services under the Contract. Neither the Contractor nor any of its personnel, including but not limited to its officers, agents, employees or sub-contractors is engaged under the Contract as an employee, servant or agent of Her Majesty and entry into the Contract does not result in the appointment or employment of the Contractor or its personnel as an officer, agent or employee of Her Majesty.
- 13.2 The Contractor shall be entitled only to those benefits and payments specified in the Contract.
- 13.3 The Contractor shall comply with all federal, provincial and municipal legislation applicable to the Work.
- 13.4 The Contractor shall be wholly responsible for any payments and/or deductions and the submission of any applications, reports, payments or contributions required by law to be made or deducted by the Contractor, including but not limited to those under the Canada or Quebec Pension Plans, Employment Insurance, Workman's Compensation, Income Tax, Goods and Services Tax, and the Harmonized Sales Tax. The Minister shall not be charged for any costs of the Contractor for the Contractor's doing anything required under this section; such costs having been taken into consideration and included in the Contractor's rates of payment specified in the Contract.

14. Warranty by Contractor

- 14.1 The Contractor warrants that it is competent to perform the Work and has the required qualifications knowledge, skill and ability to perform the Work.
- 14.2 The Contractor warrants that it shall provide a quality of service at least equal to generally accepted industry standards for a competent contractor in a like situation.

15. Member of House of Commons

- 15.1 No member of the House of Commons shall be admitted to any share or part of the Contract or to any benefit to arise there from.

16. Amendments and Waiver

- 16.1 No amendment to the Contract or waiver of any of the terms shall be valid unless effected in writing and signed by all of the parties.
- 16.2 No increase in the total liability of the Minister or in the price of the Work resulting from any change, modification or interpretation of the Contract shall be authorized or paid to the Contractor unless such change, modification or interpretation has received the prior written approval of the Minister.

17. Harassment in the workplace

- 17.1 The Contractor acknowledges the responsibility of the Minister to enure, for its employees, a healthy work environment, free of harassment. A copy of the Treasury Board policy named

"Policy on the Prevention and Resolution of Harassment in the Workplace" is available at the following address: http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/hw-hmt/hara_e.asp.

- 17.2 The Contractor shall not, either as an individual, or as a corporate or unincorporated entity, through its employees or sub-contractors, harass, abuse, threaten, abuse their authority towards, discriminate against or intimidate any employee, contractor or other individual employed by, or under contract with, the Department of Fisheries and Oceans or appointed by the Minister.
- 17.3 The Contractor accepts, by signing this contract, that every person described in section 17.2 has a right to be treated with respect and dignity and a responsibility to treat others the same way.
- 17.4 The Contractor shall comply with all requests by the Department of Fisheries and Oceans to participate in an internal complaint process, including dispute resolution. If one is initiated to resolve any complaints, informal or formal, arising out of matters described in section 17.2.
- 17.5 The Contractor shall be advised in writing of any complaint referred to in section 17.2 and shall have a right to respond in writing.
- 17.6 Once a complaint is made against a Contractor, the Project Authority shall provide information to the Contractor on the process to be followed by the Department.
- 17.7 If the complaint is found to be well founded against a Contractor as described in section 17.2, this is sufficient to be a default for purposes of termination of the contract in section 9.
- 17.8 If dispute resolution or an investigation is undertaken, the Department may decide to suspend the operation of the contract and reimburse the Contractor, in accordance with section 9.
- 17.9 The Contractor's obligation, as described in section 17.2 is deemed to be part of the performance of the Contractor in carrying out the Statement of Work described in the contract.
- 17.10 The Contractor shall comply with all laws applicable to the performance of the Work, or any part thereof, as described in section 17.2.

18. Ownership of Intellectual Property

- 18.1 Technical Documentation and Prototypes produced by the Contractor in the performance of the work under the Contract shall vest in and remain the property of Her Majesty, and the Contractor shall account fully to the Minister in respect of the foregoing in such manner as the Minister shall direct.
- 18.2 Unless instructed otherwise under the supplementary conditions, all right, title and interest relating to Intellectual Property conceived or developed in performing the work under the Contract shall vest in and remain the property of the Contractor except that if the Contractor independently declares that it has no intention or capability of commercially exploiting the said Intellectual Property, the ownership of such Intellectual Property shall vest in Canada.
- 18.3 The Contractor hereby grants, to Canada, in relation to all Intellectual Property, referred to in subsection 18.2, a non-exclusive, irrevocable, world-wide, fully paid and royalty-free licence to use, have used, make or have made, copy, translate, practice or produce the said Intellectual Property, for any government purpose except commercial sale in competition with the Contractor. Canada's licence to the use of Intellectual Property includes the right to sub-license the use of that property to any other Contractor engaged by Canada for work under this Contract or in any other Contract subsequent to this one. Any such sub-licence shall authorize use of the Intellectual Property solely for the purpose of performing contracts for

Canada and require the other contractor to maintain the confidentiality of the Intellectual Property.

19. Payment by the Minister

19.1 Applicable when the Terms of Payment specify PROGRESS Payments.

19.1.1 Payment by the Minister to the Contractor for the Work shall be made:

- i) in the case of a progress payment other than the final payment, within thirty (30) calendar days following the date of receipt of a duly completed progress claim, or
- ii) in the case of a final payment, within thirty (30) calendar days following the date of receipt of a duly completed final progress claim, or within thirty (30) calendar days following the date on which the Work is completed,

Whichever is later.

19.1.2 The Minister shall notify the Contractor of any objections to the form of the progress claim within fifteen (15) calendar days of its receipt. "Form of the claim" means a claim that contains or is accompanied by such substantiating documentation as requested by the Minister. Failure by the Minister to notify the Contractor of the objection within the fifteen calendar (15) days period will only result in the date specified in subsection 19.1.1 to apply for the sole purpose of calculating interest on overdue accounts.

19.2 Applicable when the Terms of Payment specify payment on COMPLETION.

19.2.1 Payment by the Minister to the Contractor for the Work shall be made within:

- i) thirty (30) calendar days following the date on which all of the Work has been completed and delivered in accordance with the Contract, or
- ii) thirty (30) calendar days following the date on which an invoice and substantiating documentation are received by the Minister in accordance with the Contract,

Whichever is later.

19.2.2 The Minister shall notify the Contractor of any objections to the form of the invoice within fifteen (15) calendar days of its receipt. "Form of the invoice" means an invoice, which contains or is accompanied by such substantiating documentation as requested by the Minister. Failure by the Minister to notify the Contractor within the fifteen (15) calendar day period will only result in the date specified in subsection 19.2.1 to apply for the sole purpose of calculating interest on overdue accounts.

20. Payment of Interest on Overdue Accounts

20.1 For the purposes of this Section:

"Average Rate" means the single arithmetic mean of the Bank Rates in effect at 4:00 p.m. (Eastern Standard Time) each day during the calendar month that immediately precedes the calendar month in which payment is made;

"Bank Rate" means the rate of interest established from time to time by the Bank of Canada as the minimum rate at which the Bank of Canada makes short term advances to members of the Canadian Payments Association;

"Date of Payment" means the date of the negotiable instrument drawn by the Receiver General of Canada and given for payment of an amount due and payable;

"Due and payable" means an amount due and payable in accordance with the Contract; and

"Overdue" means an amount that is unpaid on the first day following the day upon which it is due and payable.

20.2 The Minister shall be liable to pay the Contractor simple interest at the average rate plus 3 per cent per annum on any amount that is overdue from the date that such amount becomes overdue until the day prior to the date of payment, inclusive. Interest on an overdue amount will not be payable or paid if the payment is overdue less than fifteen (15) calendar days unless the Contractor requests payment of interest.

20.3 The Minister shall not be liable to pay interest if the Minister is not responsible for the delay in payment.

20.4 The Minister shall not be liable to pay interest on overdue advance payments.

21. Schedule and Location of Work

21.1 If the Work is performed in the offices of the Department of Fisheries and Oceans (DFO), the Contractor will, for better co-ordination with DFO operational needs, follow the same time schedule as employees of DFO.

21.2 If the Work is performed at locations other than DFO's offices, the time schedule and location of Work shall be in accordance with the Contract.

22. Minister's Responsibilities

22.1 The Minister will provide support, guidance, direction, instruction, acceptances, decisions and information as required under the Contract.

23. Certification - Contingency Fees

23.1 The Contractor certifies that it has not directly or indirectly paid, and covenants that it will not, directly or indirectly pay, a contingency fee for the solicitation, negotiation or obtaining of the Contract to any person other than a person acting in the normal course of the person's duties for which a contingency fee is paid.

23.2 All accounts and records pertaining to payments of such contingency fees shall be subject to this section.

23.3 If the Contractor's certification under this section is false or otherwise erroneous, or if the Contractor does not comply with its covenants under this section, the Minister may, at his sole option, either terminate the Contract for default in accordance with section 9 or recover the full amount of the contingency fee from the Contractor by way of reduction to the Contract price or otherwise or by set off against any monies owing by Her Majesty to the Contractor under the Contract.

23.4 In this section:

23.4.1 "contingency fee" means any payment or other compensation that is contingent upon or is calculated upon the basis of a degree of success in soliciting or obtaining a federal government contract or negotiating the whole or any part of its terms;

23.4.2 "person" includes, but is not limited to an employee, agent or assign of the Contractor, an individual or group of individuals, a corporation, a partnership, an organization or an association and, without restricting the generality of the foregoing, includes any individual who is required to file a return with the registrar pursuant to section 5 of the *Lobbying Act* R.S. 1985 c. 44 (4th Supplement) or as may be amended.

24. Price Certification

24.1 The Contractor certifies that the price/rate shown in the Contract has been computed in accordance with generally accepted accounting principles applicable to all like products/services sold by the Contractor, that such price/rate is not in excess of the lowest price/rate charged anyone else including their most favoured customer for like quality and quantity of the service, and does not include any provision for discounts or commissions to selling agents.

Section 24 is applicable only in sole source contracting situations.

25. Lump Sum Payment – Work Force Reduction Programs

25.1 It is a term of the Contract that:

25.1.1 the Contractor has declared to the Minister any lump sum payment he received pursuant to any work force reduction program, including but not limited to the Executive Employment Transition Policy, which have been implemented to reduce the public service;

25.1.2 the Contractor has informed the Minister of the terms and conditions of such work force reduction program pursuant to which the Contractor was made a lump sum payment and the rate of pay on which the lump sum payment was based.

26. International Sanctions

26.1 Persons and companies in Canada are bound by economic sanctions imposed by Canada by regulations passed pursuant to the United Nations Act, R.S.C. 1985, c. U-2, the Special Economic Measures Act, S.C. 1992, c. 17, or the Export and Import Permits Act, R.S.C. 1985, c. E-19. As a result, the Government of Canada cannot accept delivery of goods or services that originate, either directly or indirectly, from the countries subject to economic sanctions. At the time of contract award, the following regulations implement economic sanctions can be found at: <http://www.dfait-maeci.gc.ca/trade/sanctions-en.asp>.

26.2 It is a condition of the Contract that the Contractor shall not supply any goods or services to the Government of Canada that are subject to economic sanctions as described in subsection 26.1.

- 26.3 If, during the performance of the Contract, the addition of a country to the list of sanctioned countries or the addition of a good or service to the list of sanctioned goods or services cause an impossibility of performance of the Contract by the Contractor, the situation will be treated by the parties as an excusable delay. The Contractor shall forthwith inform the Minister of the situation and the procedures applicable to section 6 shall then apply.

27. Official Languages

- 27.1 Services and communications provided by the Contractor in performance of the Work shall be provided in both Official Languages as required by Part IV of the Official Languages Act as amended from time to time.

28. Entire Agreement

- 28.1 This Contract constitutes the entire agreement between the parties respecting the subject matter of the Contract and supersedes all previous negotiations, communications and other agreements relating to it unless they are expressly incorporated by reference into the Contract.

29. Environmental Considerations

- 29.1 Whenever practical and economically feasible, submissions, contract reports or written communication will be made on recycled, double-sided paper or on disk where appropriate.
- 29.2 Preference will be given to goods and services considered to be environmentally superior within the bounds of established technology and economic capability. Selection of goods and services will be based on their efficient use of energy and natural resources, potential to re-use or recycle, and safe means of disposal.
- 29.3 Every effort should be made to purchase products that bear other environmental certification, or use their best judgement to obtain products with the least harmful impact on the environment.
- 29.4 Contractors performing work under this contract must comply fully with the Canadian Environmental Protection Act, 1999, the Canadian Environmental Assessment Act, the Fisheries Act and regulations such as the Arctic Waters Pollution Prevention Regulations and with all Department of Fisheries and Oceans Standing Orders, Policies and Procedures relating to environmental protection.
- 29.5 Contractors will be fully aware of their obligations as defined under the Act "Canadian Environment Protection Act, 1999" which requires that "A person must take practicable and reasonable steps to prevent or minimize environmental harm or environmental nuisance caused, or likely to be caused, by their activities".
- 29.6 Anything done or omitted to be done by the Contractor or its employees which compromises the Department of Fisheries and Oceans in relation to environmental legislation may result in immediate termination of the Contract. Any fines, costs or expenses imposed on the Minister as a result of breaches of the "Canadian Environment Protection Act, 1999" caused by the Contractor or his employees will be fully recovered from the Contractor.

30. Health and Safety

- 30.1 The Contractor shall be responsible for the health and safety of all persons involved in the performance of the Work and shall comply with all federal, provincial and municipal legislation, policies and procedures respecting health and safety, whichever may be the more stringent, applicable to the performance of the Work.

31. Confidentiality - Security and Protection of the Work

- 31.1 The Contractor shall keep confidential all information provided to the Contractor by or on behalf of Canada in connection with the Work, including any information that is confidential or proprietary to third parties, and all information conceived, developed or produced by the Contractor as part of the Work where the Intellectual Property in such information (except a licence) vests in Canada under the Contract. The Contractor shall not disclose any such information to any person without the written permission of the Minister, except that the Contractor may disclose to a subcontractor authorized in accordance with section 4 information necessary for the performance of the subcontract, on the condition that the subcontractor agrees that it will be used solely for the purposes of such subcontract. Information provided to the Contractor by or on behalf of Canada shall be used solely for the purpose of the Contract and shall remain the property of Canada or the third party, as the case may be. Unless the Contract otherwise expressly provides, the Contractor shall deliver to Canada all such information, together with every copy, draft, working paper and note thereof that contains such information, upon completion or termination of the Contract or at such earlier time as the Minister may require.
- 31.2 Subject to the Access to Information Act, and to any right of Canada under this Contract to release or disclose, Canada shall not release or disclose outside the Government of Canada any information delivered to Canada under the Contract that is proprietary to the Contractor or a Subcontractor.
- 31.3 The obligations of the Parties set out in this section do not apply to any information where the same information: (a) is publicly available from a source other than the other Party; or (b) is or becomes known to a Party from a source other than the other Party, except any source that is known to be under an obligation to the other Party not to disclose the information, or (c) is developed by a Party without use of the information of the other Party.
- 31.4 Wherever practical, the Contractor shall mark or identify any proprietary information delivered to Canada under the Contract as "Property of (Contractor's name), permitted Government uses defined under Department of Fisheries and Oceans (DFO) Contract No. *(fill in Contract number)*", and Canada shall not be liable for any unauthorized use or disclosure of information that could have been so marked or identified and was not.
- 31.5 When the Contract, the Work, or any information referred to in subsection 31.1 is identified as TOP SECRET, SECRET, CONFIDENTIAL, or PROTECTED by Canada, the Contractor shall at all times take all measures reasonably necessary for the safeguarding of the material so identified, including those set out in any PWGSC policy respecting security and any other instructions issued by the Minister.
- 31.6 Without limiting the generality of subsections 31.1 and 31.2, when the Contract, the Work, or any information referred to in subsection 1 is identified as TOP SECRET, SECRET, CONFIDENTIAL, or PROTECTED by Canada, the Minister shall be entitled to inspect the Contractor's premises and the premises of a subcontractor at any tier for security purposes at any time during the term of the Contract, and the Contractor shall comply with, and ensure

that any such subcontractor complies with, all written instructions issued by the Minister dealing with the material so identified, including any requirement that employees of the Contractor or of any such subcontractor execute and deliver declarations relating to reliability screenings, security clearances and other procedures.

- 31.7 Any proposed change in the security requirements after the effective date of the Contract that would involve a significant increase in cost to the Contractor shall require an amendment to the Contract under the provisions of section 16.

32. The Code of Conduct for Procurement

- 32.1 The Contractor confirms that it has read the Code of Conduct for Procurement and agrees to be bound by its terms.

- 32.2 For further information, the Contractor may refer to the following PWGSC site :

<http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html>.



**REQUEST FOR SERVICE CONTRACT
CHECKLIST FOR CONTRACTS < \$10K OR
WITHIN DELEGATION FOR CONSTRUCTION CONTRACTING - RCM/ PROJECT AUTHORITY**

Contract Number: **F6139-180014**

Type of Contract ☒ Service ☐ Construction

NOTE: This checklist is not required for Call-Up's Against Standing Offer Agreements, Grants & Contribution Agreements nor Service Contracts less than \$1,000.00 (tax excluded).

SPECIAL RESTRICTIONS:

Special restrictions have been placed on the purchase, rental, or lease of some types of goods and services. The following table provides a list of some of the restricted items that you must be aware of:

- Public Opinion Research (PWGSC);
- Legal Services (Dept. of Justice);
- Temporary Help Services
 - As of April 1, 2011 Responsibility Centre Managers (RCMs) are no longer authorized to issue Call-Ups for Temporary Help Services. All requests for Temporary Help Services **must** be sent to **Regional Materiel & Procurement Services** for processing.
- Procurement of Firearms;
- Research and Development (PWGSC);
- Printing – goods contracts;
- Contracting with Former Public Servants (**Regional Materiel & Procurement Services**);
- Expert Witness (**Regional Materiel & Procurement Services**);
- Supply Arrangements (**Regional Materiel & Procurement Services**);
- Diving – Departmental Diving Safety Procedures (**Regional Materiel & Procurement Services**);
- Vessel Charters (**Regional Materiel & Procurement Services**);

More information can be found at the following F&A 101 website.

<http://w02intra01.ncr.dfo-mpo.gc.ca/ENGLISH/Compact/F&A101/procure/restrict/restrict.htm>

CAUTIONS:

The Department has put cautions/special policies in place. The following list is a sample of a few. Please consult with your regional contracting office if you are entering into a contract for these services -

- Aircraft charters;
- Employee/Employer relationship;
- Long term leasing of capital assets, office/warehouse space and real property.

	Yes	No	N/A	Comments
01. Is this within the Department's mandate & Program objectives?.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
02. Complete Statement of Work with clearly identified stages of work to be carried out:				
• Title.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Start & Completion dates (incl. multi-year contract).....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Background Statement.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Clear description (objectives to be attained).....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Description of scope of work + existing resource material.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Phases of work.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Details of any constraints imposed (i.e. policies, standards).....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Departmental support required (i.e. use of assets or work on-site).....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Specific details re responsibilities of the client & contractor.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Requirements for progress meetings.....	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
• Deliverables to be provided (e.g. progress report, milestone, etc.).....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Estimate of anticipated level of effort required.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Time schedule for completion of each stage of the work.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Location of work - on site <input checked="" type="checkbox"/> and/or off site <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Language Requirement, in accordance with Part IV of the Official Languages Act.....	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
• Security Requirements.....	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	see attached SRCL
• Insurance Requirement (if applicable).....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Travel and living (if applicable).....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Recommended sources (vendor).....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Method of Payment - Acquisition Card.....	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
03. Are services being delivered in area(s) subject to Comprehensive Land Claim?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
• If so, which Land Claim Agreement(s)?				
• If so, does the Statement of Work/tender documentation include the appropriate Economic Measures Obligation for the applicable Land Claim Agreement(s)?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Have the designated groups in the Land Claim Area(s) been notified?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



	Yes	No	N/A	Comments
04. Is this contract being set-aside under Procurement Strategy for Aboriginal Business (PSAB)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
If so, has Indian and Northern Affairs Canada (INAC) been notified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
05. If Intellectual Property has been identified, does it rest with the contractor and has it been identified in the contract and tender notices?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
• If not Contractor owned, what exception is being used for the IP to vest with the Crown and has this been identified in the contract and tender notices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Exception Number: _____ (6.1, 6.2, 6.3, 6.4.1, 6.4.2, 6.4.3, 6.5 or 8.1). For more details, please refer to the TB Policy.				
06. Is it a Non-competitive/Sole source contract ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As per SCH Contracting Authorities
• If so, clear justification note must be documented in file consistent with TB policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
07. Has the obligation been entered into Abacus?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• If Land Claim Agreement is applicable, has this been identified in Abacus?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Are the appropriate solicitation methods and limited tendering (if applicable) reasons identified in the "PO Header" section of Abacus?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Are the applicable trade agreements identified in the "PO Header" section of Abacus?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• If the contract generates IP, is this identified in the "PO Header" section of Abacus?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
08. If security issues are applicable	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	As per attached SRCL
• Has a SRCL been completed? http://www.tbs-sct.gc.ca/tbsf-fsct/350-103-fra.asp	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Copy of security clearance or e-mail from DFO security verifying approved clearance is required on file.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
09. Have Risk Management issues been addressed by Project Authority? Does the Company/individual have:				
• Worker's Compensation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Insurance requirements?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Accident Disability Insurance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Bonds/Security deposit required?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
• Environmental Assessment required, on file?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
• OSH (i.e. safety briefings, copy of contractor's certifications)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
• Qualifications (i.e. copy of résumé, confirmation of educational/professional requirements, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
10. Competitive Contract - list of potential suppliers, copies of proposals, quotes.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
11. Copy of Signed Contract?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Supporting Documentations and Location:				
• Copies of Progress Reports in file File # _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Copy of Final Report in file _____ # _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Vendor Performance & Evaluation Report on file or sent to Contracting if awarded by Contracting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. AMENDMENT TO CONTRACT : (i.e. increase in level of effort, scope of work increase/decrease, increase/decrease of required resources)				
• Clear rationale is documented on file.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Revised proposal and costing on file.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Obligation in Abacus.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Amendment to Contractor for signature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Signed copy on file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Project Authority's Signature

Date: 24 May 2018

RCM Signature

Date: May 24/18

*** REMINDER note for Sole-Source Justification**

Please note that the following are the exceptions for sole source as per TB policy:

- the need is one of pressing emergency in which delay would be injurious to the public interest;
- the estimated expenditure does not exceed:

- \$25,000; or

- \$100,000, where the contract is for acquisition of architectural, engineering and other services required in respect of the planning, design, preparation or supervision of the construction, repair, renovation or restoration of a work;

- the nature of the work is such that it would not be in the public interest to solicit bids (i.e. national security); or
- only one person or firm is capable of performing the contract (i.e. patent or copyright).



INVOICE

Page 1 of 1

s.24(1)

Invoice Number	1297992
Invoice Date	August 1, 2018
Purchase Order	F6139-180014
Customer Number	14143
Project Number	121621963

Bill To

Fisheries and Oceans Canada
Accounts Payable
DFO - Accounts Payable
PO Box 1901 Stn A
Fredericton NB E3B 5G4
Canada

Please Remit To

Stantec Consulting Ltd.
c/o Lockbox 310260
PO Box 578, SIN M
Calgary AB T2P 2J2
Canada

Project	Engineering Services, Wharf Reconstruction, Port Aux Basques, NL		
Project Manager	Allen, Scott	Contract Upset	3,073.14
Current Invoice Total (CAD)	3,534.11	Contract Billed to Date For Period Ending	3,073.14 July 20, 2018

Attn: Diane White

			Total Invoiced	Previously Invoiced	Current Invoice
Progress Charge	3,073.14 x	100.00 % Complete	3,073.14	0.00	3,073.14
Total Fees & Disbursements					3,073.14
NLHST Reg.# [REDACTED]					460.97
INVOICE TOTAL (CAD)					3,534.11

Due upon receipt or in accordance with terms of the contract



Fisheries and Oceans
Canada

Pêches et Océans
Canada

PURCHASE ORDER

This Purchase Order is made as of the contract award date below between Her Majesty the Queen in Right of Canada (hereinafter referred to as "Her Majesty") represented by the Minister of Fisheries and Oceans (hereinafter referred to as "Fisheries and Oceans Canada") and the supplier (as named herein).

SUPPLIER – FOURNISSEUR
STANTEC CONSULTING LTD 19 UNION STREET P O BOX 772 CORNER BROOK, NL A2H 6G7 Canada

ISSUED BY - PRÉPARÉ PAR
SCH ENGINEERING & IFHP JOHN CABOT BLDG., 10 BARTER'S HILL PO BOX 5667 ST JOHN'S, NL A1C 5X1 Tel: 709 772-7026 E-mail: LEIGHANN.SAUNDERS@DFO-MPO.GC.CA

COMMANDE D'ACHAT

Cette commande d'achat est faite en date d'octroi de contrat ci-dessous entre Sa Majesté la Reine du chef du Canada (ci-après appelée "Sa Majesté") représenté par le Ministre des Pêches et Océans Canada (ci-après appelé "Pêches et Océans Canada") et le Fournisseur (tel qu'indiqué dans les présentes).

IMPORTANT The Contract No. must appear on invoices, B/L, packing lists, correspondence and outside containers. Le No. de contrat doit être indiqué sur les factures, les connaissements, les listes d'emballage, la correspondance et à l'extérieur des contenants.	
Contract No./ No. de contrat.	F6140-185002
Amend. No/No. de modif	1

Contract Award Date/ Date d'octroi de contrat	28-JUN-2018
Address Enquiries to - Adresser toute demande à UPWARD, DION Tel: 7097723244 E-mail: DION.UPWARD@DFO-MPO.GC.CA	

SHIP TO/ EXPÉDIER À: F6140	BILL TO/ FACTURER À: DFO.invoicing-facturation.MPO@canada.ca
SMALL CRAFT HARBOURS EASTERN-NL NORTHWEST ATLANTIC FISHERIES CENTRE PO BOX 5667 ST.JOHN'S,NL A1C 5X1 Canada	DFO-ACCOUNTS PAYABLE/MPO-COMPTES PAYABLE PO BOX 1901, STN A / CP 1901, STN A FREDERICTON,NB E3B 5G4 Canada Attn: SAUNDERS,LEIGHANN

Departmental Financial Codes - Codes financiers ministériel 18411-H30-230-0810-10454-6		Freight Terms - Conditions pour les frais de transport	
		Contract End Date - Date de fin du contrat	
FOB - FAR	PST No. - N° de TVP Exemption	HST/GST - TPS / TVH EXTRA	Estimated Total Cost - Prix total prévu 6,387.76 CAD (Tax excluded)/(Taxe exclue)

Continued/ suite...

Canada



PURCHASE ORDER
(Continuation sheet)

COMMANDE D'ACHAT
(suite)

P.O. No. - N° de commande

F6140-185002

Amend. No. - N° de modif.

1

The Vendor agrees to provide to Fisheries and Oceans Canada the goods or services identified at the specified prices and in accordance with all terms and conditions of this Purchase order.

Le Fournisseur accepte de fournir Pêches et Océans Canada les biens ou services identifiés dans les présentes en conformité avec les prix spécifiés et avec les modalités de cette commande d'achat.

Continued/ suite...

Item no. No Article	Description	Delivery Date Date de livraison	Quantity Quantité	U of I U de D	Unit Price Prix unitaire	Extended Cost Prix total prévu
1	705642010 - Concrete/asphalt testing services - Wharf reconstruction - Seal Cove (As per attached Statement of Work)	27-AUG-18	5387.76	EA /CH-EACH/C HACUN	1.00	5,387.76
2	705642010 - Amendment due to Additional Work (See Attached)	31-DEC-18	1000	EA /CH-EACH/C HACUN	1.00	1,000.00



PURCHASE ORDER
(Continuation sheet)

COMMANDE D'ACHAT
(suite)

P.O. No. - N° de commande
F6140-185002
Amend. No. - N° de modif.
1


The following documents form part of this Purchase Order. The supplier recognizes and agrees to all terms and conditions set out in this request, including:

Les documents ci-joints font partie intégrale de cette commande d'achat. Le Fournisseur convient et accepte tous les termes et conditions tels que décrits dans cette demande, incluant:

Continued/ suite...

General Conditions (Professional Services)

FOR THE SUPPLIER - POUR LE FOURNISSEUR		
Signature	Witness - Témoin	Date
Print or type - Imprimer ou dactylographier	Position title - Titre du poste	
Signature	Witness - Témoin	Date
Print or type - Imprimer ou dactylographier	Position title - Titre du poste	

APPROVED FOR THE MINISTER - APPROUVÉ POUR LE MINISTRE		
Signature	Position title - Titre du poste	Date
	Regional Engineer Small Craft Harbours Newfoundland and Labrador Region	Dec 17/18
Print or type - Imprimer ou dactylographier		
Paul Curran		



Fisheries and Oceans Canada
Pêches et Océans Canada

PURCHASE ORDER

This Purchase Order is made as of the contract award date below between Her Majesty the Queen in Right of Canada (hereinafter referred to as "Her Majesty") represented by the Minister of Fisheries and Oceans (hereinafter referred to as "Fisheries and Oceans Canada") and the supplier (as named herein).

SUPPLIER - FOURNISSEUR

STANTEC CONSULTING LTD
19 UNION STREET
P O BOX 772
CORNER BROOK, NL A2H 6G7
Canada

ISSUED BY - PRÉPARÉ PAR

PROGRAM ADMINISTRATION
JOHN CABOT BLDG., 10 BARTER'S HILL
P.O. BOX 5667
ST JOHN'S, NL A1C 5X1

Tel: 709 772-2686
E-mail: DIANE.WHITE@DFO-MPO.GC.CA

COMMANDE D'ACHAT

Cette commande d'achat est faite en date d'octroi de contrat ci-dessous entre Sa Majesté la Reine du chef du Canada (ci-après appelée "Sa Majesté") représentée par le Ministre des Pêches et Océans Canada (ci-après appelé "Pêches et Océans Canada") et le Fournisseur (tel qu'indiqué dans les présentes)

IMPORTANT

The Contract No. must appear on invoices, B/L, packing slips, correspondence and outside containers.
Le No. de contrat doit être indiqué sur les factures, les connaissements, les notes d'emballage, la correspondance et à l'extérieur des contenants.

Contract No./ No. de contrat.	F6140-185002
Amend. No./No. de modif	0

Contract Award Date/ Date d'octroi de contrat	28-JUN-2018
--	-------------

Address Enquiries to - Adresser toute demande à
UPWARD, DION

Tel: 7097723244
E-mail: DION.UPWARD@DFO-MPO.GC.CA

SHIP TO/
EXPÉDIER À: F6140

SMALL CRAFT HARBOURS EASTERN-NL
NORTHWEST ATLANTIC FISHERIES CENTRE
PO BOX 5667
ST JOHN'S, NL A1C 5X1
Canada

BILL TO/
FACTURER À: DFO Invoicing-formation.MPO@canada.ca

DFO-ACCOUNTS PAYABLE/MPO-COMPTES PAYABLE
PO BOX 1901, STN A / CP 1901, STN A
FREDERICTON, NB E3B 5G4
Canada

Attn: WHITE, DIANE

Departmental Financial Codes - Codes financiers ministériel
18411-1130-230-0810-10454-6

Freight Terms - Conditions pour les frais de transport

Contract End Date - Date de fin du contrat

FOB - FAR

PST No. - N° de TYP Exemption

HST/GST - TPS /
TVH

Estimated Total Cost - Prix total prévu

5,387.76 CAD
(Tax excluded) (Taxes en chef)

EXTRA

Continued/ suite ...

Canada



Fisheries and Oceans
Canada

Pêches et Océans
Canada

Page

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of/da

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PURCHASE ORDER
(Continuation sheet)

COMMANDE D'ACHAT
(suite)

P.O. No. - N° de commande

F6140-185002

Amend. No. - N° de modif.

0

The Vendor agrees to provide to Fisheries and Oceans Canada the goods or services identified at the specified prices and in accordance with all terms and conditions of this Purchase order.

Le Fournisseur accepte de fournir Pêches et Océans Canada les biens ou services identifiés dans les présentes en conformité avec les prix spécifiés et avec les modalités de cette commande d'achat.

Continued/ suite

Item no No Article	Description Description	Delivery Date Date de livraison	Quantity Quantité	U of 1 U de D	Unit Price Prix unitaire	Extended Cost Prix total prévu
1	703642010 - Concrete/asphalt resurfacing services - Wharf reconstruction - Seal Cove (As per attached Statement of Work)	27-AUG-18	3387.76	EA ACH-EACH/C HACUN	1.00	3,387.76

Canada

Fisheries and Oceans
CanadaPêches et Océans
Canada

Page

3

of/da

3

PURCHASE ORDER
(Continuation sheet)**COMMANDE D'ACHAT**
(suite)

P.O. No. - N° de commande	F6140-185002
Amend. No. - N° de modif.	0

The following documents form part of this Purchase Order. The supplier recognizes and agrees to all terms and conditions set out in this request, including:

Les documents ci-joints font partie intégrale de cette commande d'achat. Le Fournisseur convient et accepte tous les termes et conditions tels que décrits dans cette demande, incluant:

Continued/ suite.

General Conditions (Professional Services)

FOR THE SUPPLIER - POUR LE FOURNISSEUR		
Signature 	Witness - Témoin 	Date 26 October 2018
Print or type - Imprimer ou dactylographier Stephen Grainger	Position title - Titre du poste Senior Principal, Coastal and Marine Group	
Signature	Witness - Témoin	Date
Print or type - Imprimer ou dactylographier	Position title - Titre du poste	
APPROVED FOR THE MINISTER - APPROUVÉ POUR LE MINISTRE		
Signature 	Position title - Titre du poste Regional Engineer Small Craft Harbours Newfoundland and Labrador Region	Date Jun 28 / 18
Print or type - Imprimer ou dactylographier Paul Curran		

Canada



Fisheries and Oceans
Canada

Pêches et Océans
Canada

PURCHASE ORDER

This Purchase Order is made as of the contract award date below between Her Majesty the Queen in Right of Canada (hereinafter referred to as "Her Majesty") represented by the Minister of Fisheries and Oceans (hereinafter referred to as "Fisheries and Oceans Canada") and the supplier (as named herein).

SUPPLIER – FOURNISSEUR
STANTEC CONSULTING LTD 19 UNION STREET P O BOX 772 CORNER BROOK, NL A2H 6G7 Canada

ISSUED BY - PRÉPARÉ PAR
PROGRAM ADMINISTRATION JOHN CABOT BLDG., 10 BARTER'S HILL P.O.BOX 5667 ST JOHN'S, NL A1C 5X1 Tel: 709 772-2686 E-mail: DIANE.WHITE@DFO-MPO.GC.CA

COMMANDE D'ACHAT

Cette commande d'achat est faite en date d'octroi de contrat ci-dessous entre Sa Majesté la Reine du chef du Canada (ci-après appelée "Sa Majesté") représenté par le Ministre des Pêches et Océans Canada (ci-après appelé "Pêches et Océans Canada") et le Fournisseur (tel qu'indiqué dans les présentes)

IMPORTANT The Contract No. must appear on invoices , B/L, packing lists , correspondence and outside containers . Le No. de contrat doit être indiqué sur les factures, les connaissements, les listes d'emballage, la correspondance et à l' extérieur des contenants	
Contract No./ No. de contrat.	F6140-185002
Amend. No/No. de modif	0

Contract Award Date/ Date d'octroi de contrat	28-JUN-2018
Address Enquiries to - Adresser toute demande à UPWARD, DION Tel: 7097723244 E-mail: DION.UPWARD@DFO-MPO.GC.CA	

SHIP TO/ EXPÉDIER À: F6140	BILL TO/ FACTURER À: DFO.invoicing-facturation,MPO@canada.ca
SMALL CRAFT HARBOURS EASTERN-NL NORTHWEST ATLANTIC FISHERIES CENTRE PO BOX 5667 ST.JOHN'S,NL A1C 5X1 Canada	DFO-ACCOUNTS PAYABLE/MPO-COMPTES PAYABLE PO BOX 1901, STN A / CP 1901, STN A FREDERICTON,NB E3B 5G4 Canada Attn: WHITE,DIANE

Departmental Financial Codes - Codes financiers ministériel 18411-H30-230-0810-10454-6		Freight Terms - Conditions pour les frais de transport	
		Contract End Date - Date de fin du contrat	
FOB - FAR	PST No. - N° de TVP Exemption	HST/GST - TPS / TVH EXTRA	Estimated Total Cost - Prix total prévu 5,387.76 CAD (Tax excluded/Taxe exclue)

Continued/ suite...

Canada



PURCHASE ORDER
(Continuation sheet)

COMMANDE D'ACHAT
(suite)

P.O. No. - N° de commande
F6140-185002
Amend. No. - N° de modif.
0

The Vendor agrees to provide to Fisheries and Oceans Canada the goods or services identified at the specified prices and in accordance with all terms and conditions of this Purchase order.

Le Fournisseur accepte de fournir Pêches et Océans Canada les biens ou services identifiés dans les présentes en conformité avec les prix spécifiés et avec les modalités de cette commande d'achat.

Continued/ suite...

Item no. No Article	Description Description	Delivery Date Date de livraison	Quantity Quantité	U of I U de D	Unit Price Prix unitaire	Extended Cost Prix total prévu
1	705642010 - Concrete/asphalt testing services - Wharf reconstruction - Seal Cove (As per attached Statement of Work)	27-AUG-18	5387.76	EA /CH-EACH/C HACUN	1.00	5,387.76



PURCHASE ORDER
(Continuation sheet)

COMMANDE D'ACHAT
(suite)


P.O. No. - N° de commande	F6140-185002
Amend. No. - N° de modif.	0

The following documents form part of this Purchase Order. The supplier recognizes and agrees to all terms and conditions set out in this request, including:

Les documents ci-joints font partie intégrale de cette commande d'achat. Le Fournisseur convient et accepte tous les termes et conditions tels que décrits dans cette demande, incluant:

Continued/ suite...

General Conditions (Professional Services)

FOR THE SUPPLIER - POUR LE FOURNISSEUR		
Signature	Witness - Témoin	Date
Print or type - Imprimer ou dactylographier	Position title - Titre du poste	
Signature	Witness - Témoin	Date
Print or type - Imprimer ou dactylographier	Position title - Titre du poste	
APPROVED FOR THE MINISTER - APPROUVÉ POUR LE MINISTRE		
Signature	Position title - Titre du poste	Date
 Print or type - Imprimer ou dactylographier Paul Curran	Regional Engineer Small Craft Harbours Newfoundland and Labrador Region	Jun 28 / 18



Project Number: F6140-185002

Project Title: Concrete/Asphalt Testing Services - Wharf Reconstruction, Seal Cove, NL

IPI Number: 705642-010

Anticipated Start Day: 2 July 2018

Anticipated Date of Completion: 27 August 2018

Location of Work: Seal Cove (WB) / Home Office

Background Statement: See attached Request for Engineering Services.

Scope of Work: See attached Request for Engineering Services.

General Terms and Conditions:

1. Consultant must provide:
 - a. A Corporate Health and Safety Plan that outlines:
 - i. Corporate Policies and Procedures,
 - ii. Site Specific Safety Plan
 - b. Proof of Third Party Liability Insurance; and

Deliverables: The project deliverables will be the completion of the above work identified in Request of Engineering Services.

Method of Payment: The Contractor will be paid upon submission of proper invoicing to Small Craft Harbours.

Pricing: The total of this lump sum contract is: Five Thousand Three Hundred Eighty-Seven Dollars and Seventy-Six Cents **\$5,387.76 (+ HST)** (See attached)

Note: All applicable taxes are to be listed separately.

Small Craft Harbours Project Manager: Dion Upward, Project Engineer

Contractor: Stantec Consulting Ltd.
19 Union Street
PO Box 772
Corner Brook, NL A2H 6G7
Contact: Scott Allen, EIT
Telephone: (709) 639-9712 **Fax:** (709) 640-2846
Email: Scott.Allen@stantec.com



Request for Engineering Services

Consultant to provide pricing to complete the scope of work in accordance with industry accepted standards and practices.

Scope of Work

Small Craft Harbours (SCH) is seeking an engineering firm to complete materials testing for the Wharf Reconstruction project at Seal Cove, NL. This scope of work will include concrete testing, compaction testing of aggregates and asphalt testing as per Contract Specifications.

Concrete Testing

Provide concrete testing services as per attached specification and mix design.

Aggregates Testing

Provide aggregates compaction testing services as per attached specification.

Asphalt Testing

Provide asphalt testing services as per attached specification and mix design.

SCH will be responsible for management of the project.

All work to be in metric units.

Deliverables: Written confirmation of work inspected on site and report of compaction and asphalt test results.

Consultant to provide a copy of safety plan.

Work Scope is to be completed and accepted by Small Craft Harbours by 27 August 2018.



Project Name: QC Services, Wharf Construction, Seal Cove, NL (Baie Verte)
Project Client: DFO Small Craft Harbours

s.20(1)(b)

s.20(1)(c)

TABLE 1- OPINION OF PROBABLE COSTS FOR MATERIALS TESTING SERVICES


Project No.: 121622119
Date: June 28, 2018

#	Description	Hours	# Visits	# Tests	# km's	Rate	Itemized Cost	Total Cost
1.0	Concrete Testing (Wharf Deck)							
1.1	Technician On-site (Including Travel Time)							
1.2	Technician Vehicle							
1.3	Laboratory - Compressive Strength Testing							
1.4	Cylinder Pickup Technician Travel Time							
1.5	Cylinder Pickup Technician Vehicle							
1.6	Office Charges							
2.0	Compaction Testing of Asphalt (Wharf Approaches)							
2.1	Technician On-site (Including Travel Time)							
2.2	Technician Vehicle							
2.3	Laboratory Testing - Marshall Test							
2.4	Equip Charge - Nuclear Densometer							
2.5	Meals and Accommodations							
2.6	Office Charges							
3.0	Project Management and Reporting							
3.1	Project Manager							
3.2	Technologist							
3.3	Administrative							
	Office Charges							
4.0	TOTAL							\$ 5,387.76

NOTES:

- 1) Travel cost included in per trip estimate.
- 2) HST Extra to all costs noted above.
- 3) Assuming an average number of hours per site visit - actual site visit charges may vary depending on required time on site. Final charges for field work will be based on actual work requested and carried out, at the rates indicated.
- 4) We have assumed that the contractor will be responsible for returning the cast specimens the following day after a minimum of 20hrs. of undisturbed curing.
- 5) We have assumed that the contractor will be responsible for delivering a prequalifying asphalt sample to our Corner Brook Lab at least two (2) days prior to our field visit, in order to complete a Marshall test on the sample.

**Pages 49 to / à 62
are duplicates of
sont des duplicatas des
pages 20 to / à 33**

WORK ORDER			
DATE:		June 28, 2018	
PROJECT NAME:	Engineering Services, Wharf Construction, Seal Cove, NL (Baie Verte)		
PROPOSAL NUMBER:	121622119		
STANTEC PROJECT MGR	Scott Allen		
CLIENT NAME:	DFO - Small Craft Harbours		
CLIENT ADDRESS:	P.O. Box 5667, 10 Barter's Hill, St. John's, NL A1C 5X1		
LOCATION OF SERVICES:	Seal Cove, NL (Baie Verte)		
SCOPE OF WORK DESCRIBED AS FOLLOWS OR AS DESCRIBED IN THE ATTACHED PROPOSAL: <ol style="list-style-type: none"> 1) As per our letter dated June 29, 2018 2) 3) 			
ATTACHMENTS: <ol style="list-style-type: none"> 1) As per our letter dated June 29, 2018 			
ESTIMATED BUDGET/CONTRACT PRICE:		\$ 5,387.76 (plus HST) Time and Materials	
SCHEDULE:	START DATE	June 2018	COMPLETION DATE: August 2018
PLEASE INDICATE BILLING ADDRESS AND ANY SPECIAL BILLING INSTRUCTIONS (E.G., P.O. NUMBER REQUIRED):			
<i>By signing this work order, Client agrees to be bound by the terms and conditions of this professional services agreement.</i>			
FOR STANTEC CONSULTING LTD.:  _____ Signature Scott Allen, EIT, Team Leader. _____ DATE: JUNE 28, 2018 Print Name and Title			
FOR CLIENT: _____ Signature _____ DATE: _____ Print Name and Title			



The following Terms and Conditions are attached to and form part of a proposal for services to be performed by Consultant and together, when the CLIENT authorizes Consultant to proceed with the services, constitute the AGREEMENT. Consultant means the Stantec entity issuing the Proposal.

DESCRIPTION OF WORK: Consultant shall render the services described in the Proposal (hereinafter called the "SERVICES") to the CLIENT.

TERMS AND CONDITIONS: No terms, conditions, understandings, or agreements purporting to modify or vary these Terms and Conditions shall be binding unless hereafter made in writing and signed by the CLIENT and Consultant. In the event of any conflict between the Proposal and these Terms and Conditions, these Terms and Conditions shall take precedence. This AGREEMENT supercedes all previous agreements, arrangements or understandings between the parties whether written or oral in connection with or incidental to the PROJECT.

COMPENSATION: Payment is due to Consultant upon receipt of invoice. Failure to make any payment when due is a material breach of this AGREEMENT and will entitle Consultant, at its option, to suspend or terminate this AGREEMENT and the provision of the SERVICES. Interest will accrue on accounts overdue by 30 days at the lesser of 1.5 percent per month (18 percent per annum) or the maximum legal rate of interest. Unless otherwise noted, the fees in this agreement do not include any value added, sales, or other taxes that may be applied by Government on fees for services. Such taxes will be added to all invoices as required.

NOTICES: Each party shall designate a representative who is authorized to act on behalf of that party. All notices, consents, and approvals required to be given hereunder shall be in writing and shall be given to the representatives of each party.

TERMINATION: Either party may terminate the AGREEMENT without cause upon thirty (30) days notice in writing. If either party breaches the AGREEMENT and fails to remedy such breach within seven (7) days of notice to do so by the non-defaulting party, the non-defaulting party may immediately terminate the Agreement. Non-payment by the CLIENT of Consultant's invoices within 30 days of Consultant rendering same is agreed to constitute a material breach and, upon written notice as prescribed above, the duties, obligations and responsibilities of Consultant are terminated. On termination by either party, the CLIENT shall forthwith pay Consultant all fees and charges for the SERVICES provided to the effective date of termination.

ENVIRONMENTAL: Except as specifically described in this AGREEMENT, Consultant's field investigation, laboratory testing and engineering recommendations will not address or evaluate pollution of soil or pollution of groundwater.

PROFESSIONAL RESPONSIBILITY: In performing the SERVICES, Consultant will provide and exercise the standard of care, skill and diligence required by customarily accepted professional practices normally provided in the performance of the SERVICES at the time and the location in which the SERVICES were performed.

LIMITATION OF LIABILITY: The CLIENT releases Consultant from any liability and agrees to defend, indemnify and hold Consultant harmless from any and all claims, damages, losses, and/or expenses, direct and indirect, or consequential damages, including but not limited to attorney's fees and charges and court and arbitration costs, arising out of, or claimed to arise out of, the performance of the SERVICES, excepting liability arising from the sole negligence of Consultant. It is further agreed that the total amount of all claims the CLIENT may have against Consultant under this AGREEMENT, including but not limited to claims for negligence, negligent misrepresentation and/or breach of contract, shall be strictly limited to the lesser of professional fees paid to Consultant for the SERVICES or \$50,000.00. No claim may be brought against Consultant more than two (2) years after the cause of action arose. As the CLIENT's sole and exclusive remedy under this AGREEMENT any claim, demand or suit shall be directed and/or asserted only against Consultant and not against any of Consultant's employees, officers or directors.

Consultant's liability with respect to any claims arising out of this AGREEMENT shall be absolutely limited to direct damages arising out of the SERVICES and Consultant shall bear no liability whatsoever for any consequential loss, injury or damage incurred by the CLIENT, including but not limited to claims for loss of use, loss of profits and/or loss of markets.

INDEMNITY FOR MOLD CLAIMS: It is understood by the parties that existing or constructed buildings may contain mold substances that can present health hazards and result in bodily injury, property damage and/or necessary remedial measures. If, during performance of the SERVICES, Consultant knowingly encounters any such substances, Consultant shall notify the CLIENT and, without liability for consequential or any other damages, suspend performance of services until the CLIENT retains a qualified specialist to abate and/or remove the mold substances. The CLIENT agrees to release and waive all claims, including consequential damages, against Consultant, its subconsultants and their officers, directors and employees arising from or in any way connected with the existence of mold on or about the project site whether during or after completion of the SERVICES. The CLIENT further agrees to indemnify and hold Consultant harmless from and against all claims, costs, liabilities and damages, including reasonable attorneys' fees and costs, arising in any way from the existence of mold on the project site whether during or after completion of the SERVICES, except for those claims, liabilities, costs or damages caused by the sole gross negligence and/or knowing or willful misconduct of Consultant. Consultant and the CLIENT waive all rights against each other for mold damages to the extent that such damages sustained by either party are covered by insurance.

DOCUMENTS: All of the documents prepared by or on behalf of Consultant in connection with the PROJECT are instruments of service for the execution of the PROJECT. Consultant retains the property and copyright in these documents, whether the PROJECT is executed or not. These documents may not be used for any other purpose without the prior written consent of Consultant. In the event Consultant's documents are subsequently reused or modified in any material respect without the prior consent of Consultant, the CLIENT agrees to defend, hold harmless and indemnify Consultant from any claims advanced on account of said reuse or modification.

Any document produced by Consultant in relation to the Services is intended for the sole use of Client. The documents may not be relied upon by any other party without the express written consent of Consultant, which may be withheld at Consultant's discretion. Any such consent will provide no greater rights to the third party than those held by the Client under the contract, and will only be authorized pursuant to the conditions of Consultant's standard form reliance letter.

Consultant cannot guarantee the authenticity, integrity or completeness of data files supplied in electronic format ("Electronic Files"). CLIENT shall release, indemnify and hold Consultant, its officers, employees, Consultant's and agents harmless from any claims or damages arising from the use of Electronic Files. Electronic files will not contain stamps or seals, remain the property of Consultant, are not to be used for any purpose other than that for which they were transmitted, and are not to be retransmitted to a third party without Consultant's written consent.

FIELD SERVICES: Consultant shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with work on the PROJECT, and shall not be responsible for any contractor's failure to carry out the work in accordance with the contract documents. Consultant shall not be responsible for the acts or omissions of any contractor, subcontractor, any of their agents or employees, or any other persons performing any of the work in connection with the PROJECT. Consultant shall not be the prime contractor or similar under any occupational health and safety legislation.

GOVERNING LAW/COMPLIANCE WITH LAWS: The AGREEMENT shall be governed, construed and enforced in accordance with the laws of the jurisdiction in which the majority of the SERVICES are performed. Consultant shall observe and comply with all applicable laws, continue to provide equal employment opportunity to all qualified persons, and to recruit, hire, train, promote and compensate persons in all jobs without regard to race, color, religion, sex, age, disability or national origin or any other basis prohibited by applicable laws.

DISPUTE RESOLUTION: If requested in writing by either the CLIENT or Consultant, the CLIENT and Consultant shall attempt to resolve any dispute between them arising out of or in connection with this AGREEMENT by entering into structured non-binding negotiations with the assistance of a mediator on a without prejudice basis. The mediator shall be appointed by agreement of the parties. If a dispute cannot be settled within a period of thirty (30) calendar days with the mediator, if mutually agreed, the dispute shall be referred to arbitration pursuant to laws of the jurisdiction in which the majority of the SERVICES are performed or elsewhere by mutual agreement.

ASSIGNMENT: The CLIENT and Consultant shall not, without the prior written consent of the other party, assign the benefit or in any way transfer the obligations under these Terms and Conditions or any part hereof.

SEVERABILITY: If any term, condition or covenant of the AGREEMENT is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions of the AGREEMENT shall be binding on the CLIENT and Consultant.



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Contract Number / Numéro du contrat

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Security Classification / Classification de sécurité
Unclassified

SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1 Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Fisheries and Oceans Canada		2 Branch or Directorate / Direction générale ou Direction Small Craft Harbours
3 a) Subcontract Number / Numéro du contrat de sous-traitance		3 b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
4 Brief Description of Work / Brève description du travail Seal Cone Wharf Reconstruction - Asphalt/Concrete Testing Services		
5 a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
5 b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6 Indicate the type of access required / Indiquer le type d'accès requis		
6 a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6 b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6 c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7 a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7 b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to / Limité à <input type="checkbox"/>	Restricted to / Limité à <input type="checkbox"/>	Restricted to / Limité à <input type="checkbox"/>
Specify country(ies) / Préciser le(s) pays :	Specify country(ies) / Préciser le(s) pays :	Specify country(ies) / Préciser le(s) pays :
7 c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
Unclassified

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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

☒ No ☐ Yes
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET - SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?

Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

☐ No ☒ Yes
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☐ No ☒ Yes
Non Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?

Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?

Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

☒ No ☐ Yes
Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?

Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

☒ No ☐ Yes
Non Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?

Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?

Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

☒ No ☐ Yes
Non Oui



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Unclassified

PART C: (continued) / PARTIE C: (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED Protégée			CLASSIFIED Classifié			NATO				COSMIC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED Protégée			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL		TRÈS SECRET				NATO CONFIDENTIEL		COSMIC TRÈS SECRET	A	B	C	CONFIDENTIEL
Information Assets																
Personnel Assets / Base de données																
Location																
Media / Support																
Staff / Personnel																
Other Electronics																

- 12 a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? ☒ No / Non ☐ Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.
- 12 b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? ☒ No / Non ☐ Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

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Contract Number / Numéro du contrat

F6140 - 185002

Security Classification / Classification de sécurité
Unclassified

PART B - AUTHORIZATION / PARTIE D - AUTORISATION

13 Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Dion Upward	Sec Proj. Eng	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
772-3244	- 4610	dion.upward@dfm
		Date
		28 June 2018

14 Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Jeff Foster	Departmental Security Officer	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
613-891-4413		jeff.foster@dfm-mpo.gc.ca
		Date

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☐ No
Non ☐ Yes
Oui

16 Procurement Officer / Agente d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date

17 Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Jeff Foster	Departmental Security Officer	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
613-991-4413		jeff.foster@dfm-mpo.gc.ca
		Date

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
Unclassified

Canada

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**REQUEST FOR SERVICE CONTRACT
CHECKLIST FOR CONTRACTS < \$10K OR
WITHIN DELEGATION FOR CONSTRUCTION CONTRACTING - RCM/ PROJECT AUTHORITY**

Contract Number: **F6140-185002**Type of Contract ☒ Service ☐ Construction

NOTE: This checklist is not required for Call-Up's Against Standing Offer Agreements, Grants & Contribution Agreements nor Service Contracts less than \$1,000.00 (tax excluded).

SPECIAL RESTRICTIONS:

Special restrictions have been placed on the purchase, rental, or lease of some types of goods and services. The following table provides a list of some of the restricted items that you must be aware of:

- Public Opinion Research (PWGSC);
- Legal Services (Dept. of Justice);
- Temporary Help Services
 - As of April 1, 2011 Responsibility Centre Managers (RCMs) are no longer authorized to issue Call-Ups for Temporary Help Services. All requests for Temporary Help Services **must** be sent to **Regional Materiel & Procurement Services** for processing.
- Procurement of Firearms;
- Research and Development (PWGSC);
- Printing – goods contracts;
- Contracting with Former Public Servants (**Regional Materiel & Procurement Services**);
- Expert Witness (**Regional Materiel & Procurement Services**);
- Supply Arrangements (**Regional Materiel & Procurement Services**);
- Diving – Departmental Diving Safety Procedures (**Regional Materiel & Procurement Services**);
- Vessel Charters (**Regional Materiel & Procurement Services**);

More information can be found at the following F&A 101 website.

<http://w02intra01.nrc.dfo-mpo.gc.ca/ENGLISH/Corpact/F&A101/procure/restrict/restrict.htm>

CAUTIONS:

The Department has put cautions/special policies in place. The following list is a sample of a few. Please consult with your regional contracting office if you are entering into a contract for these services -

- Aircraft charters;
- Employee/Employer relationship;
- Long term leasing of capital assets, office/warehouse space and real property.

	Yes	No	N/A	Comments
01. Is this within the Department's mandate & Program objectives?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
02. Complete Statement of Work with clearly identified stages of work to be carried out:				
• Title	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Start & Completion dates (incl. multi-year contract)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Background Statement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Clear description (objectives to be attained)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Description of scope of work + existing resource material	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Phases of work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Details of any constraints imposed (i.e. policies, standards)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Departmental support required (i.e. use of assets or work on-site)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Specific details re responsibilities of the client & contractor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Requirements for progress meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
• Deliverables to be provided (e.g. progress report, milestone, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Estimate of anticipated level of effort required	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Time schedule for completion of each stage of the work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Location of work - on site <input checked="" type="checkbox"/> and/or off site <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Language Requirement, in accordance with Part IV of the Official Languages Act	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
• Security Requirements	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	see attached SRCL
• Insurance Requirement (if applicable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Travel and living (if applicable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Recommended sources (vendor)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Method of Payment - Acquisition Card	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
03. Are services being delivered in area(s) subject to Comprehensive Land Claim?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
• If so, which Land Claim Agreement(s)?				
• If so, does the Statement of Work/tender documentation include the appropriate Economic Measures Obligation for the applicable Land Claim Agreement(s)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Have the designated groups in the Land Claim Area(s) been notified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



	Yes	No	N/A	Comments
04. Is this contract being set-aside under Procurement Strategy for Aboriginal Business (PSAB)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
If so, has Indian and Northern Affairs Canada (INAC) been notified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
05. If Intellectual Property has been identified, does it rest with the contractor and has it been identified in the contract and tender notices?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
• If not Contractor owned, what exception is being used for the IP to vest with the Crown and has this been identified in the contract and tender notices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Exception Number: _____ (6.1, 6.2, 6.3, 6.4.1, 6.4.2, 6.4.3, 6.5 or 6.1). For more details, please refer to the TB Policy.				
06. Is it a Non-competitive/Sole source contract ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As per SCH Contracting Authorities
• If so, clear justification note must be documented in file consistent with TB policy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
07. Has the obligation been entered into Abacus?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• If Land Claim Agreement is applicable, has this been identified in Abacus?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Are the appropriate solicitation methods and limited tendering (if applicable) reasons identified in the "PO Header" section of Abacus?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Are the applicable trade agreements identified in the "PO Header" section of Abacus?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• If the contract generates IP, is this identified in the "PO Header" section of Abacus?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
08. If security issues are applicable	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	As per attached SRCL
• Has a SRCL been completed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• http://www.tbs-sct.gc.ca/tbsf-fsct/350-103-fra.asp				
• Copy of security clearance or e-mail from DFO security verifying approved clearance is required on file	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
09. Have Risk Management issues been addressed by Project Authority? Does the Company/Individual have:				
• Worker's Compensation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Insurance requirements?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Accident Disability Insurance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Bonds/Security deposit required?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
• Environmental Assessment required, on file?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
• OSH (i.e. safety briefings, copy of contractor's certifications)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
• Qualifications (i.e. copy of résumé, confirmation of educational/professional requirements, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
10. Competitive Contract - list of potential suppliers, copies of proposals, quotes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
11. Copy of Signed Contract?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Supporting Documentations and Location:				
• Copies of Progress Reports in file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
File # _____				
• Copy of Final Report in file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
# _____				
• Vendor Performance & Evaluation Report on file or sent to Contracting if awarded by Contracting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. AMENDMENT TO CONTRACT : (i.e. increase in level of effort, scope of work increase/decrease, increase/decrease of required resources)				
• Clear rationale is documented on file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Revised proposal and costing on file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Obligation in Abacus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Amendment to Contractor for signature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Signed copy on file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Project Authority's Signature

Date: 28 June 2018

RCM Signature

Date: Jun 28/18

*** REMINDER note for Sole-Source Justification**

Please note that the following are the exceptions for sole source as per TB policy:

- the need is one of pressing emergency in which delay would be injurious to the public interest;
- the estimated expenditure does not exceed:
 - \$25,000; or
 - \$100,000, where the contract is for acquisition of architectural, engineering and other services required in respect of the planning, design, preparation or supervision of the construction, repair, renovation or restoration of a work;
- the nature of the work is such that it would not be in the public interest to solicit bids (i.e. national security); or
- only one person or firm is capable of performing the contract (i.e. patent or copyright).

**INVOICE**

Page 1 of 3

Invoice Number	1314476
Invoice Date	September 28, 2018
Customer Number	14143
Project Number	121622119

Bill To Leighann Saunders
Fisheries and Oceans Canada
Accounts Payable
Small Craft Harbour
PO Box 5667
10 Barter's Hill
St. John's NL A1C 5X1
Canada

Please Remit To
Stantec Consulting Ltd.
c/o Lockbox 310260
PO Box 578, STN M
Calgary AB T2P 2J2
Canada

Project Description: Engineering Services, Concrete Testing, Seal Cove, NL (White Bay)

Stantec Project Manager:	Allen, Scott
Stantec Office Location:	Corner Brook NL
Current Invoice Due:	\$3,745.95
For Period Ending:	September 21, 2018

Due upon receipt or in accordance with terms of the contract

000073

INVOICE

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Invoice Number

1314476

Project Number

121622119 s.19(1)

s.20(1)(b)

s.20(1)(c)

Top Task 200

QC Services

Professional Services

Category/Employee

Hours

Rate

Current
Amount

Allen, Scott

Professional Services Subtotal

Usages

Current
Amount

Current
Amount

Disbursements

Disbursements Subtotal

Top Task 200 Total

3,257.35

Total Fees & Disbursements

\$3,257.35

INVOICE

Page 3 of 3

Invoice Number

1314476

Project Number

121622119

NLHST Reg.# 

\$488.60

INVOICE TOTAL (CAD)

\$3,745.95



Fisheries and Oceans
Canada

Pêches et Océans
Canada

PURCHASE ORDER

This Purchase Order is made as of the contract award date below between Her Majesty the Queen in Right of Canada (hereinafter referred to as "Her Majesty") represented by the Minister of Fisheries and Oceans (hereinafter referred to as "Fisheries and Oceans Canada") and the supplier (as named herein).

SUPPLIER – FOURNISSEUR
MERIDIAN ENGINEERING INC. 10 THOMPSON ST CLARENVILLE, NL A5A 1Y9 Canada

ISSUED BY – PRÉPARÉ PAR
SCH ENGINEERING & IFHP JOHN CABOT BLDG., 10 BARTER'S HILL PO BOX 5667 ST JOHN'S, NL A1C 5X1 Tel: 709 772-7026 E-mail: LEIGHANN.SAUNDERS@DFO-MPO.GC.CA

COMMANDE D'ACHAT

Cette commande d'achat est faite en date d'octroi de contrat ci-dessous entre Sa Majesté la Reine du chef du Canada (ci-après appelée "Sa Majesté") représenté par le Ministre des Pêches et Océans Canada (ci-après appelé "Pêches et Océans Canada") et le Fournisseur (tel qu'indiqué dans les présentes).

IMPORTANT The Contract No. must appear on invoices, B/L, packing lists, correspondence and outside containers. Le No. de contrat doit être indiqué sur les factures, les connaissements, les listes d'emballage, la correspondance et à l'extérieur des conteneurs.	
Contract No./ No. de contrat.	F6140-181028
Amend. No./No. de modif	0

Contract Award Date/ Date d'octroi de contrat	13-AUG-2018
Address Enquiries to - Adresser toute demande à ROSE, SAMUEL GLEN Tel: E-mail:	

SHIP TO/ EXPÉDIER À: F6140	BILL TO/ FACTURER À: DFO Invoicing-facturation MPO@canada.ca
SMALL CRAFT HARBOURS EASTERN-NL NORTHWEST ATLANTIC FISHERIES CENTRE PO BOX 5667 ST.JOHN'S,NL A1C 5X1 Canada	DFO-ACCOUNTS PAYABLE/MPO-COMPTES PAYABLE PO BOX 1901, STN A / CP 1901, STN A FREDERICTON,NB E3B 5G4 Canada Attn: SAUNDERS,LEIGHANN

Departmental Financial Codes - Codes financiers ministériel 18230-618-120-0630-10205-6		Freight Terms - Conditions pour les frais de transport	
		Contract End Date - Date de fin du contrat	
FOB – FAR	PST No. - N° de TVP Exemption	HSYQST - TPS / TVH EXTRA	Estimated Total Cost - Prix total prévu 61,500.00 CAD (Taxes included) (Taxes inclus)

Continued/ suite..

Canada



Fisheries and Oceans
Canada

Pêches et Océans
Canada

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of/le

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PURCHASE ORDER
(Continuation sheet)

COMMANDE D'ACHAT
(suite)

P.O. No. - N° de commande

F6140-181028

Amend. No. - N° de modif.

0

The Vendor agrees to provide to Fisheries and Oceans Canada the goods or services identified at the specified prices and in accordance with all terms and conditions of this Purchase order.

Le Fournisseur accepte de fournir Pêches et Océans Canada les biens ou services identifiés dans les présentes en conformité avec les prix spécifiés et avec les modalités de cette commande d'achat.

Continued/ suite...

Item no. No Article	Description Description	Delivery Date Date de livraison	Quantity Quantité	U of 1 U de 1	Unit Price Prix unitaire	Extended Cost Prix total prévu
1	722345002 - Inspection Services - Gilbert's Cove	21-AUG-18	61300	EA ACH-EACH/C HACUN	1.00	61,500.00

Canada



Fisheries and Oceans
Canada

Pêches et Océans
Canada

Page

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PURCHASE ORDER
(Continuation sheet)

COMMANDE D'ACHAT
(suite)


P.O. No. - N° de commande	F6140-181028
Amend. No. - N° de modif.	0


The following documents form part of this Purchase Order. The supplier recognizes and agrees to all terms and conditions set out in this request, including:

Les documents ci-joints font partie intégrale de cette commande d'achat. Le Fournisseur convient et accepte tous les termes et conditions tels que décrits dans cette demande, incluant:

Continued/ suite...

General Conditions (Professional Services)

FOR THE SUPPLIER - POUR LE FOURNISSEUR		
Signature 	Witness - Témoin P. Humby	Date 13 Aug 2018
Print or type - Imprimer ou dactylographier Stephen Chaytor, P. Eng.	Position title - Titre du poste President	
Signature	Witness - Témoin	Date
Print or type - Imprimer ou dactylographier	Position title - Titre du poste	

APPROVED FOR THE MINISTER - APPROUVÉ POUR LE MINISTRE		
Signature 	Position title - Titre du poste Regional Engineer Small Craft Harbours Newfoundland and Labrador Region	Date Aug 13/18
Print or type - Imprimer ou dactylographier Paul Curran		

Canada



Fisheries and Oceans
Canada

Pêches et Océans
Canada

PURCHASE ORDER

This Purchase Order is made as of the contract award date below between Her Majesty the Queen in Right of Canada (hereinafter referred to as "Her Majesty") represented by the Minister of Fisheries and Oceans (hereinafter referred to as "Fisheries and Oceans Canada") and the supplier (as named herein).

SUPPLIER – FOURNISSEUR
MERIDIAN ENGINEERING INC. 10 THOMPSON ST CLARENVILLE, NL A5A 1Y9 Canada

ISSUED BY - PRÉPARÉ PAR
SCH ENGINEERING & IFHP JOHN CABOT BLDG., 10 BARTER'S HILL PO BOX 5667 ST JOHN'S, NL A1C 5X1 Tel: 709 772-7026 E-mail: LEIGHANN.SAUNDERS@DFO-MPO.GC.CA

COMMANDE D'ACHAT

Cette commande d'achat est faite en date d'octroi de contrat ci-dessous entre Sa Majesté la Reine du chef du Canada (ci-après appelée "Sa Majesté") représenté par le Ministre des Pêches et Océans Canada (ci-après appelé "Pêches et Océans Canada") et le Fournisseur (tel qu'indiqué dans les présentes)

IMPORTANT <small>The Contract No. must appear on invoices, B/L, packing lists, correspondence and outside containers. Le No. de contrat doit être indiqué sur les factures, les connaissements, les listes d'emballage, la correspondance et à l'extérieur des contenants.</small>	
Contract No./ No. de contrat.	F6140-181028
Amend. No/No. de modif	0

Contract Award Date/ Date d'octroi de contrat	13-AUG-2018
Address Enquiries to - Adresser toute demande à ROSE, SAMUEL GLEN Tel: E-mail:	

SHIP TO/ EXPÉDIER À: F6140	BILL TO/ FACTURER À: DFO.invoicing-facturation.MPO@canada.ca
SMALL CRAFT HARBOURS EASTERN-NL NORTHWEST ATLANTIC FISHERIES CENTRE PO BOX 5667 ST.JOHN'S,NL A1C 5X1 Canada	DFO-ACCOUNTS PAYABLE/MPO-COMPTES PAYABLE PO BOX 1901, STN A / CP 1901, STN A FREDERICTON,NB E3B 5G4 Canada Attn: SAUNDERS,LEIGHANN

Departmental Financial Codes - Codes financiers ministériel 18230-618-120-0630-10205-6		Freight Terms - Conditions pour les frais de transport	
		Contract End Date - Date de fin du contrat	
FOB – FAR	PST No. - N° de TVP Exemption	HST/GST - TPS / TVH EXTRA	Estimated Total Cost - Prix total prévu 61,500.00 CAD (Tax excluded)/(Taxe excluse)

Continued/ suite...

Canada



PURCHASE ORDER
(Continuation sheet)

COMMANDE D'ACHAT
(suite)

P.O. No. - N° de commande F6140-181028
Amend. No. - N° de modif. 0

The Vendor agrees to provide to Fisheries and Oceans Canada the **goods** or services identified at the specified prices and in accordance with all terms and conditions of this Purchase order.

Le Fournisseur accepte de fournir Pêches et Océans Canada les biens ou services identifiés dans les présentes en conformité avec les prix spécifiés et avec les modalités de cette commande d'achat.

Continued/ suite...

Item no. No Article	Description	Delivery Date Date de livraison	Quantity Quantité	U of I U de D	Unit Price Prix unitaire	Extended Cost Prix total prévu
1	722345002 - Inspection Services - Gillard's Cove	27-AUG-18	61500	EA /CH-EACH/C HACUN	1.00	61,500.00



PURCHASE ORDER
(Continuation sheet)

COMMANDE D'ACHAT
(suite)

P.O. No. - N° de commande
F6140-181028
Amend. No. - N° de modif.
0

The following documents form part of this Purchase Order. The supplier recognizes and agrees to all terms and conditions set out in this request, including:

Les documents ci-joints font partie intégrale de cette commande d'achat. Le Fournisseur convient et accepte tous les termes et conditions tels que décrits dans cette demande, incluant:

Continued/ suite...

General Conditions (Professional Services)

FOR THE SUPPLIER - POUR LE FOURNISSEUR		
Signature	Witness - Témoin	Date
Print or type - Imprimer ou dactylographier	Position title - Titre du poste	
Signature	Witness - Témoin	Date
Print or type - Imprimer ou dactylographier	Position title - Titre du poste	
APPROVED FOR THE MINISTER - APPROUVÉ POUR LE MINISTRE		
Signature	Position title - Titre du poste	Date
Paul Curran	Regional Engineer Small Craft Harbours Newfoundland and Labrador Region	Aug 13/18
Print or type - Imprimer ou dactylographier	Paul Curran	

Statement of Work

Project Title: Inspection Services
Gillard's Cove, NL

Contract Number: F6140-181028

IPI Number: 722345-002

Consultant: Meridian Engineering Inc.
10 Thompson Street
Clareville, NL
A5A 1Y9

Anticipated Start Date: 20 August, 2018

Anticipated Completion Date: 22 February, 2019

Location of Work: Gillard's Cove, NL

Background Statement: DFO (SCH) requires Resident Inspection Services for Wharf Reconstruction at Gillard's Cove.

Scope of Work: Resident site inspection on site at Gillard's Cove, NL.

Conditions of Work: Inspection Services to be performed at Gillard's Cove, NL.

Deliverables: (See attached table for Construction Inspection Services)

- Monitor the work and provide written confirmation of work inspected on site via daily and weekly reports.
- Take pictures of the work as the project progresses.
- Track quantities for progress payments.
- Advise of discrepancies to contact documents if they should arise.
- Coordination/hire of concrete testing services.
- Review of shop drawings

Method of Payment: The Consultant will be paid for work completed and submission of invoices to DFO (SCH).

Cost: The total cost of this contract is: **\$61,500.00 (+ HST)** (see attached table for cost breakdown).

Note: Any change to project scope or cost to be approved by DFO (SCH) project manager prior to initiation of change or cost to project.

Payment Terms: Net 30 days

DFO (SCH) Project Manager: Glen Rose
Engineering Technician
Tel. (709) 772-4667



Construction Inspection Services For Fisheries and Oceans Canada Small Craft Harbours

Small Craft Harbours seeks qualified firms to provide Construction Inspection Services for the construction phase of marine works in Newfoundland for 2018-2019.

Scope of Services:

Provide field inspection services to ensure compliance with plans and specifications. Small Craft Harbours' Designated Representative (DR) will be responsible for management of the project.

Detailed responsibilities include:

- Monitor the work and advise the Contractor of any non-compliance and report back to DR with any issue.
- Prepare daily site reports and photographs detailing equipment and personnel on site each day and summarizing daily work activities. Inspectors are required to be supplied with a digital camera that can produce clear photographs to be used in SCH reports. All photographs to be labeled with the date the photograph was taken and a description.
- Track contracting quantities. Measure and document all construction completed daily with estimated quantities demolished, constructed, installed, etc. Submit quantities for Progress Claims to the office on the 29th of each month signed by both the contractor and inspector.
- Make site observations and check the work to determine whether the work, materials and equipment conform to the contract documents and supplementary conditions. The inspector shall advise the Contractor of any deficiencies or unapproved deviations via memorandum and report to the DR any of these on which the Contractor is tardy or refuses to correct.
- Report to DR if materials and equipment are being incorporated into the project prior to approval of relative shop drawings or samples.
- Assist in the preparation of all deficiency reports, interim, preliminary and final, in collaboration with the DR.
- Communicate with the DR, either by phone or email, on a regular basis to provide construction status updates.
- Coordinate special testing and inspection work as required.

s.19(1)
s.20(1)(b)
s.20(1)(c)

Construction Inspection Services

Item	Description	Anticipated Start Date	Anticipated Duration (weeks)	Keep Fixed @ 50 hours/week	Proposed Hourly Rate	Calculated Subtotal	Fixed Allowance for Designer (RFI's, submittals, Rock Testing & Coordination)	Calculated Total	Inspector's Name
1	Wharf Reconstruction - Gillard's Cove	August 28, 2018						561,500.00	

Notes:

1. Projects, Anticipated Start Dates and Anticipated Durations are subject to change.
2. Consultant to be paid for actual hours.
3. Contractor to provide Inspector's room and board and onsite office per project specification. Therefore, these costs should not be included by consultant
4. Fixed Allowance for Designer to include: Requests for Information (RFI), Review submittals (shop drawings), Hire and coordination of materials testing lab, i.e. rock, etc.

Wharf Reconstruction, Gillard's Cove, NL

Construction Inspection Services

Proposal Review

s.20(1)(b)

s.20(1)(c)

[REDACTED]

[REDACTED]

Meridian Engineering Limited

- Inspector met the criteria.
- Proposal listed numerous projects demonstrating specific experience.
- Quoted Price - \$ 61,500

[REDACTED]

[REDACTED]



REQUEST FOR SERVICE CONTRACT CHECKLIST - RCM / PROJECT AUTHORITY

Contract Number: F6140-181028

Type of Contract: ☒ Service ☐ Construction

NOTE: This checklist is not required for Call-Up's Against Standing Offer Agreements, Grants & Contribution Agreements nor Service Contracts less than \$1,000.00 (tax excluded).

SPECIAL RESTRICTIONS:

Special restrictions have been placed on the purchase, rental, or lease of some types of goods and services.

The following table provides a list of some of the restricted items that you must be aware of:

- Public Opinion Research (PWGSC);
- Legal Services (Dept. of Justice);
- Temporary Help Services (S.O. - max. of 20 weeks with RCM's signature, Senior Mgt signature required for amendments over this time);
- Procurement of Firearms;
- Research and Development (PWGSC);
- Printing - goods contracts;
- Contracting with Former Public Servants (Regional Materiel Management);
- Expert Witness (Regional Materiel Management).

(More information can be found at the following F&A 101 website:

<http://w02intra01.nrc.dfo-mpo.gc.ca/ENGLISH/Corpact/F&A101/procure/restrict/restrict.htm>).

CAUTIONS:

The Department has put cautions/special policies in place. The following list is a sample of a few. Please consult with your regional contracting office if you are entering into a contract for these services -

- Aircraft charters;
- Vessel charters;
- Diving - Departmental Diving Safety Procedures;
- Employee/Employer relationship;
- Long term leasing of capital assets, office/warehouse space and real property.

	Yes	No	N/A	Comments
01. Is this within the Department's mandate & Program objectives?.....	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
02. Complete Statement of Work with clearly identified stages of work to be carried out:				
Title	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Start & Completion dates (incl. Multi-Year contract)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Background Statement	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Clear description (objectives to be attained)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Description of scope of work + existing resource material	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Phases of work	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Details of any constraints imposed (i.e. policies, standards)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Departmental support required (i.e. use of assets or work on site)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Specific details re responsibilities of the client & contractor	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Requirements for progress meetings	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Deliverables to be provided (e.g. progress report, milestone, etc.)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Estimate of anticipated level of effort required	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Time schedule for completion of each stage of the work	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Location of work (on or off site)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Recommended sources (vendor)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
03. Is it a Non-competitive/Sole-source contract ?.....	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
If so, clear justification note must be documented in file consistent with TB policy.....	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
04. Has the obligation been entered into Abacus?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	to be completed
05. Have Official Languages issues been considered in accordance with Part IV of the Official Languages Act?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
06. If security issues are applicable :				
Has a SRCL been completed?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Copy of security clearance or e-mai from DFO security verifying approved clearance is required on file.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
http://www.tbs-sct.gc.ca/tbsf-fsct/dwnld/350-103.pdf				

	Yes	No	N/A	Comments
07. Have Risk Management issues being addressed by Project Authority? Does the Company/Individual have:				
Workmen's compensation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	to be provided
Insurance requirements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	to be provided
Bonds/Security deposit required.....	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Accident Disability Insurance.....	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Environmental Assessment, if required, on file	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
OSH (i.e. safety briefings, copy of contractor's certifications).....	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Qualifications (i.e. copy of résumé, confirmation of educational/professional requirements, etc.),	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
08. Competitive Contract - list of potential suppliers, copies of proposals, quotes.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
09. Copy of Signed Contract?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	to be provided
10. Supporting Documentations and Location:				
Copies of Progress Reports in file #... ..	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Copy of Final Report in file #.....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Vendor Performance & Evaluation Report on file or sent to Contracting if awarded by Contracting.....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
11. AMENDMENT TO CONTRACT : (ie. increase in level of effort, scope of work increase/decrease, increase/decrease in required resources)				to be completed, if required
Clear rationale is documented on file.....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Obligation in Abacus	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Amendment to contractor for signature	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Signed copy on file.....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Project Authority's Signature: <u>Paul Curran</u>	Date: <u>Aug 13/18</u>
RCM Signature: <u>Paul Curran</u>	Date: <u>Aug 13/18</u>

<p>* REMINDER note for Sole-Source Justification</p> <p>Please note that the following are the exceptions for sole source as per TB policy:</p> <ul style="list-style-type: none"> the need is one of pressing emergency in which delay would be injurious to the public interest; the estimated expenditure does not exceed: <ul style="list-style-type: none"> \$25,000; or \$100,000, where the contract is for acquisition of architectural, engineering and other services required in respect of the planning, design, preparation or supervision of the construction, repair, renovation or restoration of a work; the nature of the work is such that it would not be in the public interest to solicit bids (i.e. national security); or only one person or firm is capable of performing the contract (i.e. patent or copyright).



SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Fisheries and Oceans		2. Branch or Directorate / Direction générale ou Direction Small Craft Harbours
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant Meridian Engineering 10 Thompson Street, Clarenville, NL A5A 1Y9
4. Brief Description of Work / Brève description du travail Provide resident inspection services at Gillard's Cove, NL as per attached statement of work.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

☐

RELIABILITY STATUS
COTE DE FIABILITÉ

☐

CONFIDENTIAL
CONFIDENTIEL

☐

SECRET
SECRET

☐

TOP SECRET
TRÈS SECRET

☐

TOP SECRET- SIGINT
TRÈS SECRET - SIGINT

☐

NATO CONFIDENTIAL
NATO CONFIDENTIEL

☐

NATO SECRET
NATO SECRET

☐

COSMIC TOP SECRET
COSMIC TRÈS SECRET

☐

SITE ACCESS
ACCÈS AUX EMPLACEMENTS

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☐ No ☒ Yes
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☒ No ☐ Yes
Non Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No ☐ Yes
Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☒ No ☐ Yes
Non Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes
Non Oui



PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens																
Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée

« Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée

« Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

F6140-181028

Security Classification / Classification de sécurité

Wharf Inspection Services

Gillard's Cove

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées)

Glen Rose

Title - Titre

Engineering Technician

Signature

Telephone No. - N° de téléphone
(709) 772-4667

Facsimile No. - N° de télécopieur
(709) 772-4610

E-mail address - Adresse courriel
glen.rose@dfo-mpo.gc.ca

Date
2018-08-10

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)

Scott Noseworthy

Title - Titre

Regional Security Officer

Signature

Telephone No. - N° de téléphone
709-772-7796

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel
scott.noseworthy@dfo-mpo.gc.ca

Date
Aug. 10, 2018

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?

Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☐ No
Non

☐ Yes
Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

See attached Annex "A"

ANNEX A

- The supplier and all individuals assigned to work on the contract or arrangement MUST NOT have access to PROTECTED or CLASSIFIED information/assets.
- The supplier and all individuals assigned to work on the contract or arrangement MUST NOT have unescorted access to restricted access areas of Fisheries and Oceans Canada facilities, or Canadian Coast Guard vessels.
- The supplier and all individuals assigned to work on the contract or arrangement MUST NOT remove any PROTECTED or CLASSIFIED information/assets from DFO site(s).
- Subcontracts or arrangements with a third party are not to be awarded without the prior written permission of the Contracting Authority (i.e. a new SRCL must be submitted and processed following the same procedure as for the initial contract).

**Pages 93 to / à 106
are duplicates of
sont des duplicatas des
pages 20 to / à 33**



Sep/30/2018

Invoice

CC104758 s.19(1)

Project: CC18DFO071, Marine Inspection Services - Gillard's Cove

s.20(1)(b)

s.20(1)(c)

Invoice: Invoice for September, 2018

s.24(1)

Invoice To:	Remit To:	Details:
Dept. of Fisheries & Oceans Canada Real Property Safety & Security P.O. Box 5667 St. John's, NL Canada A1C 5X1 Phone: (709) 772-6660	Meridian Engineering Inc. 10 Thompson Street Clareville, NL Canada A5A 1Y9 Phone: 709-466-2700 Fax: 709-466-3090	PO #: F6140-181028 Invoice Date: Sep/30/2018 Period Start: Sep/01/2018 Period End: Oct/09/2018 Type: Reimbursable
Attn: Leighann Saunders	Attn: Accounts Receivable	

Name	Cost Code	Designation	Hours	Rate	Amount
	Resident Site Inspection	Inspector			
	Engineering	Intermediate Engineer			
Resource Hours	Total				
			Chargeable Hours:		
			Sub Total:		
			HST		
			Total (Canadian Dollars):		

Notes:

Resident Site Inspection (Allowance) \$54,000.00

This Invoice
Previously Invoiced 0.00

Invoiced to Date
Remaining Allowance

Allowance for Designer (RFT's, submittals, etc.) \$7,500.00

This Invoice
Previously Invoiced 0.00

Invoiced to Date
Remaining Allowance

Terms: Net 45 days. Overdue accounts are subject to a 1.5% (18% per annum) service charge



Oct/19/2018

Invoice

CC104761

Project: CC18DFO071, Marine Inspection Services - Gillard's Cove

s.19(1)

s.20(1)(b)

s.20(1)(c)

s.24(1)

Invoice: Invoice for October, 2018

Invoice To:	Remit To:	Details:
Dept. of Fisheries & Oceans Canada Real Property Safety & Security P.O. Box 5667 St. John's, NL Canada A1C 5X1 Phone: (709) 772-6660	Meridian Engineering Inc. 10 Thompson Street Clareville, NL Canada A5A 1Y9 Phone: 709-466-2700 Fax: 709-466-3090	PO #: F6140-181028 Invoice Date: Oct/19/2018 Period Start: Sep/01/2018 Period End: Oct/19/2018 Type: Fixed Price
Attn: Leighann Saunders	Attn: Accounts Receivable	

Description	Quantity	Price	Amount
Resident Site Inspection - Inspector Engineering - Intermediate Engineer			
Section Total			

Sub Total:
HST :

Total (Canadian Dollars):

Notes:

** As per discussion with [REDACTED] includes all time for September and October 1st - 13th ***

Resident Site Inspection (Allowance) \$54,000.00

This Invoice
Previously Invoiced 0.00

Invoiced to Date
Remaining Allowance

Allowance for Designer (RFI's, submittals, etc.) \$7,500.00

This Invoice
Previously Invoiced 0.00

Invoiced to Date
Remaining Allowance

Terms: Net 45 days Overdue accounts are subject to a 1.5% (18% per annum) service charge.



Oct/19/2018

Credit

CC104760

s.20(1)(b)

s.20(1)(c)

s.24(1)

Project: CC18DFO071, Marine Inspection Services - Gillard's Cove

Invoice: Credit Sept Invoice # CC104758

Invoice To:	Remit To:	Details:
Dept. of Fisheries & Oceans Canada Real Property Safety & Security P.O. Box 5667 St. John's, NL Canada A1C 5X1 Phone: (709) 772-6660	Meridian Engineering Inc. 10 Thompson Street Clareville, NL Canada A5A 1Y9 Phone: 709-466-2700 Fax: 709-466-3090	PO #: F6140-181028 Invoice Date: Oct/19/2018 Period Start: Sep/01/2018 Period End: Oct/19/2018 Type: Fixed Price
Attn: Leighann Saunders	Attn: Accounts Receivable	

Description	Quantity	Price	Amount
Credit Invoice # CC104758	1.00		
Section Total			
Sub Total:			
HST ():			
Total (Canadian Dollars):			

Terms: Net 45 days Overdue accounts are subject to a 1.5% (18% per annum) service charge.

Origin Information

Document ID	Document Type	Creation User	Document Source	Creation Timestamp	Batch Number	Batch Name	Batch Location
1367933	AP Connector Invoice Exception	KOFAX	VSONKENKC01	22-10-2018 07:00:10	330494	phumby@meridianengineeri ng.ca #366995 2018/10/19 02:29:32 PM	2 of 2

Document History

Timestamp	User ID	Detail
22-10-2018 07:00:10	KOFAX	Created: VSONKENKC01
22-10-2018 07:00:11	WATSONJ	Queue: Returned Invoice Review



Oct/31/2018

Invoice

CC104771

Project: CC18DFO071, Marine Inspection Services - Gillard's Cove

s.19(1)

s.20(1)(b)

s.20(1)(c)

s.24(1)

Invoice: Invoice for October, 2018

Invoice To:

Remit To:

Details:

Dept. of Fisheries & Oceans
Canada
Real Property Safety & Security
P.O. Box 5667
St. John's, NL
Canada A1C 5X1
Phone: (709) 772-6660

Meridian Engineering Inc.
10 Thompson Street
Clareville, NL
Canada A5A 1Y9
Phone: 709-466-2700
Fax: 709-466-3090

PO #: F6140-181028
Invoice Date: Oct/31/2018
Period Start: Oct/01/2018
Period End: Nov/05/2018
Type: Fixed Price

Attn: Leighann Saunders

Attn: Accounts Receivable

Description	Quantity	Price	Amount
-------------	----------	-------	--------

Resident Site Inspection

Engineering

Section Total

Sub Total:

HST :

Total (Canadian Dollars):

Notes:

Resident Site Inspection (Allowance) \$54,000.00

This Invoice
Previously Invoiced

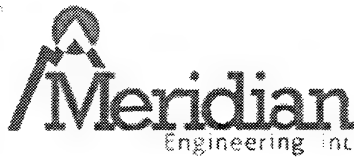
Invoiced to Date
Remaining Allowance

Allowance for Designer (RFI's, submittals, etc.) \$7,500.00

This Invoice
Previously Invoiced

Invoiced to Date
Remaining Allowance

Terms: Net 45 days Overdue accounts are subject to a 1.5% (18% per annum) service charge



Nov/30/2018

Invoice

CC104820 s.19(1)

Project: CC18DFO071, Marine Inspection Services - Gillard's Cove s.20(1)(b)

s.20(1)(c)

s.24(1)

Invoice: Invoice for November, 2018

Invoice To:

Remit To:

Details:

Dept. of Fisheries & Oceans
Canada
Real Property Safety & Security
P.O. Box 5667
St. John's, NL
Canada A1C 5X1
Phone: (709) 772-6660

Meridian Engineering Inc.
10 Thompson Street
Clarenville, NL
Canada A5A 1Y9
Phone: 709-466-2700
Fax: 709-466-3090

PO #: F6140-181028
Invoice Date: Nov/30/2018
Period Start: Nov/01/2018
Period End: Dec/04/2018
Type: Fixed Price

Attn: Leighann Saunders

Attn: Accounts Receivable

Description	Quantity	Price	Amount
-------------	----------	-------	--------

Resident Site Inspection

Allowance for Designer

Section Total

Sub Total:

HST :

Total (Canadian Dollars):

Notes:

Resident Site Inspection (Allowance) \$54,000.00

This Invoice
Previously Invoiced

Invoiced to Date
Remaining Allowance

Allowance for Designer (RIT's submittals, etc.) \$7,500.00

This Invoice
Previously Invoiced

Invoiced to Date
Remaining Allowance

Terms: Net 45 days. Overdue accounts are subject to a 1.5% (18% per annum) service charge.

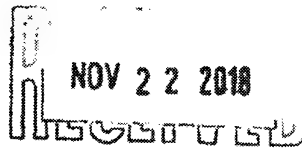
s.19(1)
s.20(1)(b)
s.20(1)(c)



INVOICE

Page 1 of 3

Invoice Number 1327481
Invoice Date November 8, 2018
Customer Number 77805
Project Number 121621273



Bill To

Meridian Engineering Inc.
Accounts Payable
10 Thompson Street
Clareville NL A5A 1Y9
Canada

Please Remit To

Stantec Consulting Ltd.
c/o Lockbox 310260
PO Box 578, STN M
Calgary AB T2P 2J2
Canada

Project Description: QC Services, Rock Acceptance Testing, Gillards Cove, NL

CC18JFD071

Stantec Project Manager:

Stantec Office Location:

Current Invoice Due:

For Period Ending:

St. John's NL

November 8, 2018

Attention:

Due upon receipt or in accordance with terms of the contract

000113

INVOICE

Page 2 of 3

Invoice Number
Project Number

1327481
121621273

s.19(1)
s.20(1)(b)
s.20(1)(c)

Top Task 200 Professional/Technical Assistance

Low Task 200.100 Professional/Technical Assistance

Professional Services

Category/Employee	Date	Hours	Rate	Current Amount
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2018-09-27



Professional Services Subtotal

Disbursements

Date	Cost	%	Current Amount
------	------	---	----------------

Flat Rate Disbursement

2018-11-07



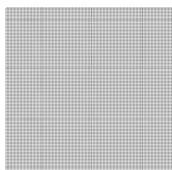
Disbursements Subtotal

Low Task 200.100 Subtotal

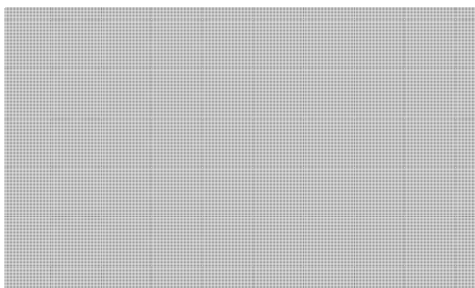
Low Task 200.600 Reporting

Professional Services

Category/Employee	Date	Hours	Rate	Current Amount
-------------------	------	-------	------	----------------



2018-09-25
2018-10-01
2018-10-05
2018-10-09
2018-10-16



Professional Services Subtotal

Disbursements

Date	Cost	%	Current
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INVOICE

Page 3 of 3

Invoice Number
Project Number

1327481
121621273

s.19(1)
s.20(1)(b)
s.20(1)(c)
s.24(1)

Flat Rate Disbursement

2018-11-07

Amount

Disbursements Subtotal

Low Task 200.600 Subtotal

Low Task 200.700 Inhouse Testing

Usages

Usages Subtotal

Low Task 200.700 Subtotal

Top Task 200 Total

Total Fees & Disbursements

NLHST Reg.

INVOICE TOTAL (CAD)



Fisheries and Oceans Canada
Pêches et Océans Canada

PURCHASE ORDER

This Purchase Order is made as of the contract award date below between Her Majesty the Queen in Right of Canada (hereinafter referred to as "Her Majesty") represented by the Minister of Fisheries and Oceans (hereinafter referred to as "Fisheries and Oceans Canada") and the supplier (as named herein).

SUPPLIER – FOURNISSEUR
AFN ENGINEERING 29 BRAD GUSHUE CRES ST. JOHN'S, NL A1H 0A3 Canada

ISSUED BY - PRÉPARÉ PAR
SCH ENGINEERING & IFHP JOHN CABOT BLDG., 10 BARTER'S HILL PO BOX 5667 ST JOHN'S, NL A1C 5X1 Tel: 709 772-7026 E-mail: LEIGHANN.SAUNDERS@DFO-MPO.GC.CA

COMMANDE D'ACHAT

Cette commande d'achat est faite en date d'octroi de contrat ci-dessous entre Sa Majesté la Reine du chef du Canada (ci-après appelée "Sa Majesté") représenté par le Ministre des Pêches et Océans Canada (ci-après appelé "Pêches et Océans Canada") et le Fournisseur (tel qu'indiqué dans les présentes).

IMPORTANT <small>The Contract No. must appear on invoices, B/L, packing lists, correspondence and outside containers. Le No. de contrat doit être indiqué sur les factures, les connaissements, les listes d'emballage, la correspondance et à l'extérieur des conteneurs.</small>	
Contract No./ No. de contrat	F6140-180036
Amend. No./No. de modif	0

Contract Award Date/ Date d'octroi de contrat	29-OCT-2018
Address Enquiries to - Adresser toute demande à HOGARTH, SHEILA Tel: 709 764-2658 E-mail: SHEILA.HOGARTH@DFO-MPO.GC.CA	

SHIP TO/ EXPÉDIER À: F6140		BILL TO/ FACTURER À: DFO.invoicing-facturation.MPO@canada.ca	
SMALL CRAFT HARBOURS EASTERN-NL NORTHWEST ATLANTIC FISHERIES CENTRE PO BOX 5667 ST.JOHN'S,NL A1C 5X1 Canada		DFO-ACCOUNTS PAYABLE/MPO-COMPTES PAYABLE PO BOX 1901, STN A / CP 1901, STN A FREDERICTON,NB E3B 5G4 Canada Attn: SAUNDERS,LEIGHANN	
Departmental Financial Codes - Codes financiers ministériel 18410-610-284-0810-10339-6		Freight Terms - Conditions pour les frais de transport Contract End Date - Date de fin du contrat	
FOB – FAR	PST No. - N° de TVP Exemption	HST/GST - TPS / TVH EXTRA	Estimated Total Cost - Prix total prévu 63,250.00 CAD (Tax included/Tax inclus)

Continued/ suite.

Canada



Fisheries and Oceans
Canada

Pêches et Océans
Canada

Page

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3

PURCHASE ORDER
(Continuation sheet)

COMMANDE D'ACHAT
(suite)

P.O. No. - N° de commande
F6140-180036
Amend. No. - N° de modif.
0

The Vendor agrees to provide to Fisheries and Oceans Canada the goods or services identified at the specified prices and in accordance with all terms and conditions of this Purchase order.

Le Fournisseur accepte de fournir Pêches et Océans Canada les biens ou services identifiés dans les présentes en conformité avec les prix spécifiés et avec les modalités de cette commande d'achat.

Continued/ suite...

Item no. No Article	Description	Delivery Date Date de livraison	Quantity Quantité	U of I U de D	Unit Price Prix unitaire	Extended Cost Prix total prévu
1	711R72001 - Inspection Services for Wharf Reconstruction Musgrave Harbour (As per Attached Statement of Work)	29-OCT-18	63250	EA CH-EACH/C HACUN	1.00	63,250.00

Canada



Fisheries and Oceans
Canada

Pêches et Océans
Canada

Page

3

of/da

3

PURCHASE ORDER
(Continuation sheet)

COMMANDE D'ACHAT
(suite)

P.O. No. - N° de commande	F6140-180036
Amend. No. - N° de modif.	0

The following documents form part of this Purchase Order. The supplier recognizes and agrees to all terms and conditions set out in this request, including:

Les documents ci-joints font partie intégrale de cette commande d'achat. Le Fournisseur convient et accepte tous les termes et conditions tels que décrits dans cette demande, incluant:

Continued/ suite..

General Conditions (Professional Services)

FOR THE SUPPLIER - POUR LE FOURNISSEUR		
Signature	Witness - Témoin	Date
		Oct 29/18
Print or type - Imprimer ou dactylographier	Position title - Titre du poste	
Neil Hunt	President	
Signature	Witness - Témoin	Date
Print or type - Imprimer ou dactylographier	Position title - Titre du poste	
APPROVED FOR THE MINISTER - APPROUVÉ POUR LE MINISTRE		
Signature	Position title - Titre du poste	Date
	Regional Engineer Small Craft Harbours Newfoundland and Labrador Region	Oct 29/18
Print or type - Imprimer ou dactylographier		
Paul Curran		

Canada



Fisheries and Oceans
Canada

Pêches et Océans
Canada

PURCHASE ORDER

This Purchase Order is made as of the contract award date below between Her Majesty the Queen in Right of Canada (hereinafter referred to as "Her Majesty") represented by the Minister of Fisheries and Oceans (hereinafter referred to as "Fisheries and Oceans Canada") and the supplier (as named herein).

SUPPLIER – FOURNISSEUR
AFN ENGINEERING 29 BRAD GUSHUE CRES ST. JOHN'S, NL A1H 0A3 Canada

ISSUED BY - PRÉPARÉ PAR
SCH ENGINEERING & IFHP JOHN CABOT BLDG., 10 BARTER'S HILL PO BOX 5667 ST JOHN'S, NL A1C 5X1 Tel: 709 772-7026 E-mail: LEIGHANN.SAUNDERS@DFO-MPO.GC.CA

COMMANDE D'ACHAT

Cette commande d'achat est faite en date d'octroi de contrat ci-dessous entre Sa Majesté la Reine du chef du Canada (ci-après appelée "Sa Majesté") représenté par le Ministre des Pêches et Océans Canada (ci-après appelé "Pêches et Océans Canada") et le Fournisseur (tel qu'indiqué dans les présentes).

IMPORTANT The Contract No. must appear on invoices, B/L, packing lists, correspondence and outside containers Le No. de contrat doit être indiqué sur les factures, les connaissements, les listes d'emballage, la correspondance et à l'extérieur des contenants.	
Contract No./ No. de contrat.	F6140-180036
Amend. No./No. de modif	0

Contract Award Date/ Date d'octroi de contrat	29-OCT-2018
Address Enquiries to - Adresser toute demande à HOGARTH, SHEILA Tel: 709 764-2658 E-mail: SHEILA.HOGARTH@DFO-MPO.GC.CA	

SHIP TO/ EXPÉDIER À: F6140	BILL TO/ FACTURER À: DFO.invoicing-facturation.MPO@canada.ca
SMALL CRAFT HARBOURS EASTERN-NL NORTHWEST ATLANTIC FISHERIES CENTRE PO BOX 5667 ST.JOHN'S,NL A1C 5X1 Canada	DFO-ACCOUNTS PAYABLE/MPO-COMPTES PAYABLE PO BOX 1901, STN A / CP 1901, STN A FREDERICTON,NB E3B 5G4 Canada <u>Attn: SAUNDERS,LEIGHANN</u>

Departmental Financial Codes - Codes financiers ministériel 18410-610-284-0810-10339-6		Freight Terms - Conditions pour les frais de transport	
		Contract End Date - Date de fin du contrat	
FOB – FAR	PST No. - N° de TVP Exemption	HST/GST - TPS / TVH EXTRA	Estimated Total Cost - Prix total prévu 63,250.00 CAD (Tax excluded)/(Taxe excluse)

Continued/ suite...

Canada



PURCHASE ORDER
(Continuation sheet)

COMMANDE D'ACHAT
(suite)

P.O. No. - N° de commande

F6140-180036

Amend. No. - N° de modif.

0

The Vendor agrees to provide to Fisheries and Oceans Canada the goods or services identified at the specified prices and in accordance with all terms and conditions of this Purchase order.

Le Fournisseur accepte de fournir Pêches et Océans Canada les biens ou services identifiés dans les présentes en conformité avec les prix spécifiés et avec les modalités de cette commande d'achat.

Continued/ suite..

Item no. No Article	Description Description	Delivery Date Date de livraison	Quantity Quantité	U of I U de D	Unit Price Prix unitaire	Extended Cost Prix total prévu
1	711872001 - Inspection Services for Wharf Reconstruction - Musgrave Harbour (As per Attached Statement of Work)	29-OCT-18	63250	EA /CH-EACH/C HACUN	1.00	63,250.00



PURCHASE ORDER
(Continuation sheet)

COMMANDE D'ACHAT
(suite)

P.O. No. - N° de commande

F6140-180036

Amend. No. - N° de modif.

0

The following documents form part of this Purchase Order. The supplier recognizes and agrees to all terms and conditions set out in this request, including:

Les documents ci-joints font partie intégrale de cette commande d'achat. Le Fournisseur convient et accepte tous les termes et conditions tels que décrits dans cette demande, incluant:

Continued/ suite...

General Conditions (Professional Services)

FOR THE SUPPLIER - POUR LE FOURNISSEUR		
Signature	Witness - Témoin	Date
Print or type - Imprimer ou dactylographier	Position title - Titre du poste	
Signature	Witness - Témoin	Date
Print or type - Imprimer ou dactylographier	Position title - Titre du poste	
APPROVED FOR THE MINISTER - APPROUVÉ POUR LE MINISTRE		
Signature	Position title - Titre du poste	Date
Print or type - Imprimer ou dactylographier	Regional Engineer Small Craft Harbours Newfoundland and Labrador Region	Oct 29/18

Statement of Work

Project Title: Inspection Services – Wharf Reconstruction
Musgrave Harbour, NL

Contract Number: F6140-180036 (711872-001)

Consultant: AFN Engineering
29 Brad Gushue Crescent
St. John's, NL
A1H 0A3

Anticipated Start Date: October 29, 2018

Anticipated Completion Date: March 31, 2018

Location of Work: Musgrave Harbour, NL

Background Statement: DFO (SCH) requires Part-time Inspection Services for Wharf Reconstruction in Musgrave Harbour, NL.

Scope of Work: Part-time resident inspection services on site at Musgrave Harbour, NL.

Conditions of Work: Inspection Services to be performed at Musgrave Harbour, NL.

Deliverables: Written confirmation of work inspected on site.

Method of Payment: The Consultant will be paid for work completed and submission of invoices to DFO (SCH).

Cost: The total cost of this contract is: **\$63,250.00 (+ HST)** (see attached cost breakdown).

Note: Any change to project scope or cost to be approved by DFO (SCH) project manager prior to initiation of change or cost to project.

Payment Terms: Net 30 days

DFO (SCH) Project Manager: Sheila Hogarth
Engineering Technician
Tel. (709) 764-2658



Fisheries
and Oceans

Pêches
et Océans

Construction Inspection Services For Fisheries and Oceans Canada Small Craft Harbours

Small Craft Harbours seeks qualified firms to provide Construction Inspection Services for the construction phase of marine works in Newfoundland for 2018-2019.

Scope of Services:

Provide field inspection services to ensure compliance with plans and specifications. Small Craft Harbours' Designated Representative (DR) will be responsible for management of the project.

Detailed responsibilities include:

- Monitor the work and advise the Contractor of any non-compliance and report back to DR with any issue.
- Prepare daily site reports and photographs detailing equipment and personnel on site each day and summarizing daily work activities. Inspectors are required to be supplied with a digital camera that can produce clear photographs to be used in SCH reports. All photographs to be labeled with the date the photograph was taken and a description.
- Track contracting quantities. Measure and document all construction completed daily with estimated quantities demolished, constructed, installed, etc. Submit quantities for Progress Claims to the office on the 29th of each month signed by both the contractor and inspector.
- Make site observations and check the work to determine whether the work, materials and equipment conform to the contract documents and supplementary conditions. The inspector shall advise the Contractor of any deficiencies or unapproved deviations via memorandum and report to the DR any of these on which the Contractor is tardy or refuses to correct.
- Report to DR if materials and equipment are being incorporated into the project prior to approval of relative shop drawings or samples.
- Assist in the preparation of all deficiency reports, interim, preliminary and final, in collaboration with the DR.
- Communicate with the DR, either by phone or email, on a regular basis to provide construction status updates.
- Coordinate special testing and inspection work as required.



Fisheries and Oceans
Pêches et Océans

- Verify contractor's as-built drawings.
- Attend meetings as required.
- Other tasks as requested by the DR.

Selection Process:

An evaluation panel composed of SCH staff will review and score the Proposals based on the following selection criteria:

Selection Criteria:

- Qualifications and experience of proposed inspectors including documented experience with performing construction inspection of marine works such as wharves and breakwaters.
- Ability to commit staff for the duration of each project with no change-out without approval of the DR.
- Proposed hourly rates for those providing inspection services and other charges. Consultant to provide pricing to complete the scope of work in accordance with industry accepted standards and practices. Rate is inclusive of all expenses, including any administrative costs. Rate excludes Inspector's room and board and small office, both of which are provided by the Contractor per project specification.
- Inspection services are based on a 10 hour work day.

Submittals:

Proposals must address the aforementioned selection criteria and include:

- Inspector's resume identifying experience, qualifications and expertise. Resume should include at least three projects demonstrating specific inspector experience. List projects with brief description, construction cost, and completion dates. Provide a reference for each project.
- Proposed personnel shall be able to perform all services listed in the Scope of Services.
- An interview may be requested before and/or after the submittal deadline date.

Proposal Submittal Deadline:

Complete the Construction Inspection Services Table, attach the requested documentation and return on or before **2:00 p.m. on October 23, 2018**.

By email to:

Project Manager: Sheila Hogarth, CTech
Fisheries and Oceans Canada
(709) 764-2658

Email address: sheila.hogarth@dfo-mpo.gc.ca

Construction Inspection Services

Item	Description	Anticipated Start Date	Anticipated Duration (weeks)	Keep Fixed @ 50 hours/week	Proposed Hourly Rate	Calculated Total	Inspector's Name
1	Musgrave Harbour Wharf Reconstruction	October 29, 2018				63,250	

Notes: 1. Projects, Anticipated Start Dates and Anticipated Durations are subject to change.
2. Contractor to provide Inspector's room and board and onsite office per project specification. Therefore, these costs should not be included by consultant



Fisheries
and Oceans

Pêches
et Océans

Wharf Reconstruction - Construction Inspection Services

s.20(1)(b)

s.20(1)(c)

Item	Selection Criteria	AFN
1	Meets Aboriginal Criteria [Y/N] (if applicable)	N/A
2	Firm Experience & Qualifications	5
3	Inspector Qualifications & Experience	5
4	Ability to Commit Inspector for Duration	5
	Subtotal	15
	Hourly Rate	\$55.00
	TOTAL	109%

Review Committee:

PM *Sheila Hogarth*
PM *Paul Curran*

Signature:

Signature:

Sheila Hogarth
Paul Curran
Oct 23/18

Notes:

1. Ranking: 5 is the highest, 1 is the lowest.
2. The total percentage score increases as Items 2 through 4 are rated higher and the hourly rate decreases.
3. Inability to meet the aboriginal criteria results in immediate disqualification, if applicable.

1.0 INTRODUCTION

This proposal is submitted by AFN Engineering Inc. (AFN) in response to a request for resident inspection services at a wharf reconstruction site in Musgrave Harbour, NL. AFN Engineering Inc. (AFN) is a marine/civil engineering firm licensed by PEG-NL to practice engineering in the Province of Newfoundland and Labrador (2018 permit number F0292). The resources of AFN have internal expertise in civil design, structural design, site development, scheduling, time and cost control, project management and contract administration. The firms assignments encompass many aspects of the rehabilitation and new construction of built works marine infrastructure including pre-design services, schematic design, design development, preparation of construction documents, tender call, bid evaluation, construction contract award, construction & contract administration & post construction warranty review, resident & construction supervision and risk management. AFN has worked closely with DFO and PWGSC over the past fifteen (15) years having managed marine infrastructure projects on behalf of DFO and PWGSC with a combined construction value in excess of \$200,000,000. AFN is the engineer of record for the wharf reconstruction project in Musgrave Harbour.

2.0 DEMONSTRATED UNDERSTANDING OF THE SCOPE OF SERVICES

2.1 Resident Inspection Services

AFN understands the intent of the project is to provide resident inspection services for a wharf reconstruction project in Musgrave Harbour, NL. The purpose of the inspector is to:

- inspect, coordinate and monitor all aspects of the work during key periods of the construction of the facility, and liaise with the contractor, DFO and other agencies as appropriate to the work;
- provide resident inspection during key periods of construction work and maintaining records of all construction work placed on behalf of DFO;
- ensure that a sufficient level of communication is maintained with DFO, and the Consultant/Contractor/other organizations where applicable (as determined by DFO).

The inspector will maintain daily records while on site, of all construction work placed (and report directly to DFO). In general, the resident inspector will inspect all phases of the work in progress, for the purpose of documenting discrepancies between the work, the contract documents and accepted construction procedures. This would include inspections related to rock mattress placement (if applicable), treated timber cribwork, structural timber (wheelguard, wheelguard blocking, coping, fenders and ladders), concrete deck, mooring cleats, etc. The resident inspector will keep a daily log of such inspections and issue daily/weekly written reports to DFO. While changes in the work can be anticipated for this work, it is understood that the resident inspector shall not authorize or order any change in the work which will constitute a change in design or in the value of the contract, except as delegated by DFO.

2.2 Communication Protocols for the Resident Inspector

The resident inspector will:

- Convey DFO's instructions regarding the required standards of workmanship to the Contractor(s).
- Check specifications, confer and obtain guidance on these findings with DFO.
- Contact DFO immediately when it is apparent that information or action is required of DFO.
- Accompany DFO representatives on inspections and provide reports of the inspections as required by DFO.
- Consider and evaluate any suggestions or modifications to the documents advanced by the Contractor and immediately report these to DFO with comments.

- Ensure that DFO are notified promptly when key pieces and/or components of materials and equipment are delivered, so that these parties can arrange for the appropriate personnel to have an opportunity to inspect same prior to installation.

2.3 Inspector Deliverables

The resident inspector will keep a daily log while on site. The daily log will record the following:

- weather conditions, particularly unusual weather relative to construction activities;
- major material and equipment deliveries;
- daily activities and major work done;
- number of workers on site (full day or part day) and trade represented;
- start, stop or completion of activities;
- presence of inspection and testing firms, tests taken, results, etc.;
- unusual site conditions experienced;
- significant developments, remarks, etc. and special visitors on site;
- authorities given Contractor to undertake certain or hazardous works;
- environmental, safety or other notable incidents;
- reports, instructions from appropriate Authorities Response Actions.

It is understood that based on site/project specific conditions, the items recorded in the daily log may expand or be reduced. The log is the personal property of the inspector and copies of the log book (certified as copies), will be provided at the end of the project to DFO. In addition, Weekly Records will be maintained by the resident inspector, and include: progress relative to schedule; major activities commencing or completed during the week; main activities now in progress; major deliveries of materials and/or equipment; difficulties which may cause delays in completion; materials and labour needed immediately; cost estimates of work completed and materials delivered (cost plus contracts); outstanding information or action required; work force, weather and other applicable remarks; accidents on site or safety hazards caused by the work, the Contractor or his agents.

The inspector will physically mobilize to site at the onset of work and perform the work to the date of Certificate of Substantial Performance. The resident inspector will be provided with a digital camera; personal protective equipment; office supplies required to perform services; cell phone or other acceptable means of communication; and a laptop computer.

3.0 INSPECTOR WORKING DOCUMENTS

All inspectors employed by AFN follow the guidelines commonly used by DFO for resident inspection services. The project in Musgrave Harbour will be no different, with the following being adhered to:

On-site Requirements

- Review the contract documents to ensure full knowledge of and familiarity with the required work. This includes Plans, Specifications, Addenda, Change Orders, General Conditions, etc.
- Measure and document all completed construction daily with estimated quantities demolished, constructed, installed, etc.
- Measure and document all changes
- Document all on-site issues
- Set up separate folders for all on-site documentation.

- Maintain a detailed Daily Diary. Include sketches as required.
- Maintain a detailed Phone Diary.
- A Critical Path Schedule to indicate exactly what work is required to be completed prior to proceeding to other work. Maintain this schedule as changes are made.
- Maintain the Contractor's Bar Chart Schedule. Indicate the actual progress on the schedule as work is carried out.
- Prepare Daily Reports. Include sketches as required.
- Prepare Weekly Reports.
- Prepare Monthly Reports.
- Document all Health and Safety issues.
 - Notify the Project Officer immediately of an incident or accident. Notify the Project Manager, if the Project Officer is not available
 - Prepare reports as required.
 - Submit reports to office.
- Directions to Site Inspector from office.
- Directions given to Contractor.
- Sketches and drawings for clarifications.
- Revised drawings.
- All original cross-sections and profiles of dredging, backfill, rock fill, armour stone, rip-rap, etc. if required. Maintain cross-sections and profiles with current information.
- Shop drawings.
- All daily, weekly and monthly documentation to the office.
- Photos submitted to office for clarification.
- Copies of Pre-Construction Meeting Minutes and all Project Progress Meeting Minutes.
- On-site issues.
- Contemplated Change Notices.
- Change Orders.
- Take regular photographs and label as required.

Daily Contact with DFO Office

Phone call, either to the office phone or the cell phone, with brief report of construction status towards the end of day. Leave a message if the Project Officer is not available.

- Contact the Project Officer immediately as required in the event of issues that need to be addressed immediately.

Weekly Submission to DFO Office

- Submit Daily Inspector's Reports to office each Monday morning.
- Submit Weekly Inspector's Reports, with a copy of the current Contractor's Bar Chart Schedule, to office each Monday morning.
- The submissions each Monday can be done by either:
 - Scan and email
 - Fax
 - Copy and regular mail
- Submit construction photographs to office each Monday morning by email.
- All photographs to be labeled with the following
 - Location
 - Project name

- Project number
- Description of each photograph
- Date photograph was taken
- Take at least two overview photographs of the site at the end of each week for submission on Monday morning.
- Submit quantities placed to date to office each Monday morning, completed on Unit Table.

Submission to DFO Office – Every month on the 28th

- Submit quantities for Progress Claims to office on the 28th of each month.
- Submit Monthly Inspector's Reports to office at the first day of each month.

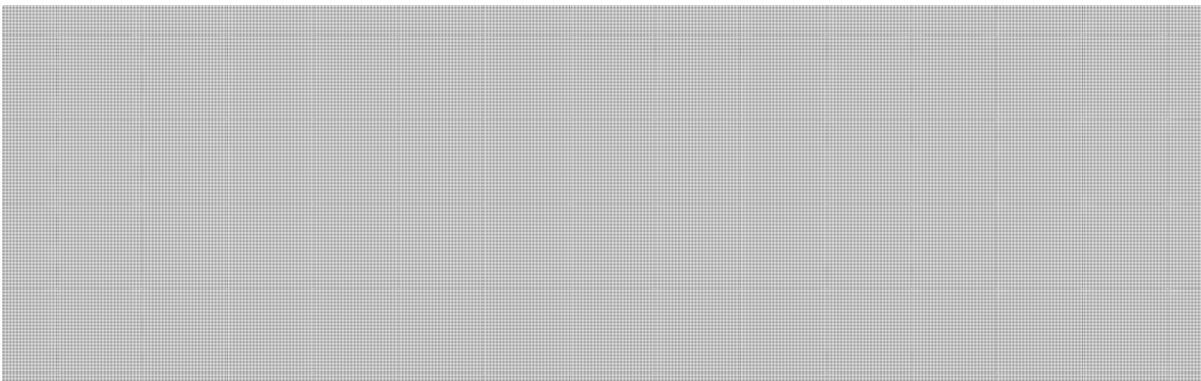
Monthly Submission to DFO Office

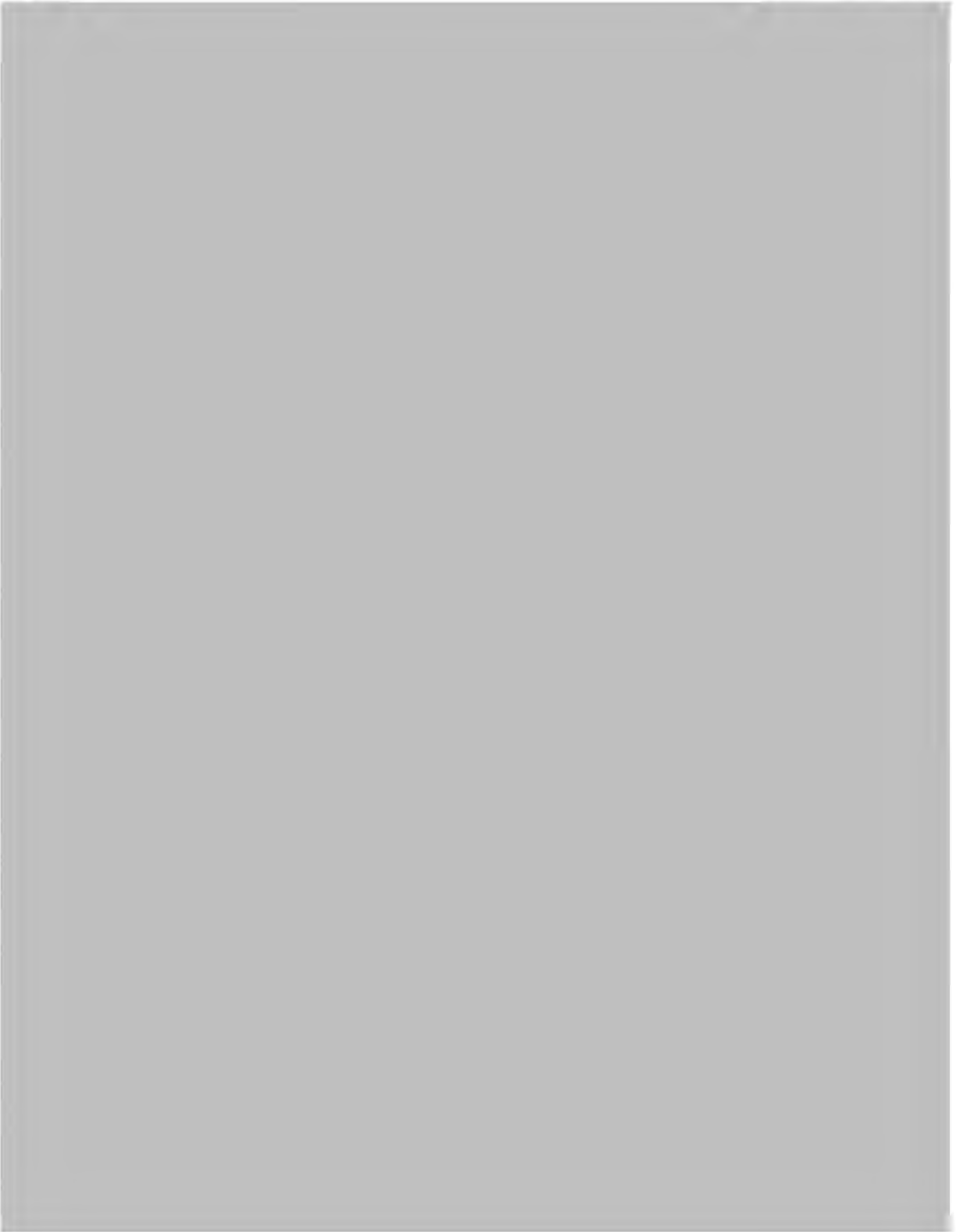
- Submit Monthly Inspector's Reports to office at the first day of each month.

General

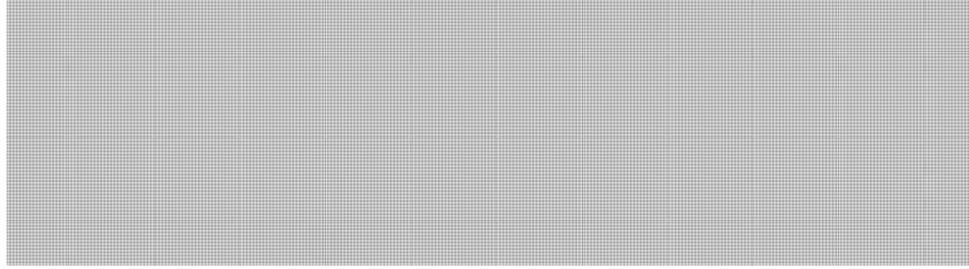
- Forecast the requirements for the following to ensure we have the appropriate submissions, personnel, technical assistance on site to meet avoid construction delays. Advise the Project Officer if and as required.
 - Shop Drawings Submissions
 - Concrete Testing
 - Materials Testing
 - Diving Inspections
 - Cribseat Inspections
- Accurately document all downtime and delays. Record the following:
 - Start and end of downtime or delay.
 - Specific cause of downtime or delay.
 - Action taken by Contractor to mitigate downtime or delay if caused by Contractor.
 - Action taken by other parties to mitigate downtime or delay if caused by others.
- Submit quantities for Interim Certificate of Completion to office when required.
- Submit documentation for Interim Certificate of Completion to office when required.
- Ensure As-Built Drawings are prepared, checked and signed-off by both the Contractor's Superintendent and the DFO On-Site Inspector prior to submission by the Contractor.

4.0 RESUME OF PROPOSED INSPECTOR





s.19(1)



5.0 CLOSING

AFN is confident that we have an understanding of DFO's needs and expectations for service required under this request and has committed to meeting these needs throughout the project duration.



Construction Inspection Services

Item	Description	Anticipated Start Date	Anticipated Duration (weeks)	Keep Fixed @ 50 hours/week	Proposed Hourly Rate	Calculated Total	Inspector's Name
1	Musgrave Harbour Wharf Reconstruction	October 29, 2018					

Notes: 1. Projects, Anticipated Start Dates and Anticipated Durations are subject to change.
2. Contractor to provide Inspector's room and board and onsite office per project specification. Therefore, these costs should not be included by consultant



Construction Inspection Services

s.20(1)(b)
s.20(1)(c)

Item	Description	Anticipated Start Date	Anticipated Duration (weeks)	Keep Fixed @ 50 hours/week	Proposed Hourly Rate	Calculated Total	Inspector's Name
1	Musgrave Harbour Wharf Reconstruction	October 29, 2018					

Notes: 1. Projects, Anticipated Start Dates and Anticipated Durations are subject to change.
2. Contractor to provide inspector's room and board and onsite office per project specification. Therefore, these costs should not be included by consultant

**Pages 135 to / à 140
are withheld pursuant to section
sont retenues en vertu de l'article**

19(1)

**of the Access to Information Act
de la Loi sur l'accès à l'information**



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

F6140-180036

Security Classification / Classification de sécurité

SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Fisheries and Oceans		2. Branch or Directorate / Direction générale ou Direction Small Craft Harbours
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant AFN Engineering 29 Brad Gushue Cres., St. John's, NL A1H 0A3
4. Brief Description of Work / Brève description du travail Provide part-time resident inspection services at Musgrave Harbour, NL, as per attached statement of work.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

F6140-180036

Security Classification / Classification de sécurité

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

☒ No ☐ Yes
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET - SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?

Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

☐ No ☒ Yes
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☒ No ☐ Yes
Non Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?

Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?

Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

☒ No ☐ Yes
Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?

Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

☒ No ☐ Yes
Non Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?

Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?

Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

☒ No ☐ Yes
Non Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

F6140-180036

Security Classification / Classification de sécurité

PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production																
IT Assets / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?



No
Non



Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée

« Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?



No
Non



Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée

« Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

F8140-180036

Security Classification / Classification de sécurité

Inspection Services - Wharf Reconstruction

Musgrave Hr, NL

13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Sheila Hogarth		Title - Titre Engineering Technician	Signature <i>Sheila Hogarth</i>
Telephone No. - N° de téléphone (709) 784-2656	Facsimile No. - N° de télécopieur (709) 772-4810	E-mail address - Adresse courriel sheila.hogarth@dto-mpo.gc.ca	Date October 23, 2018
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Scott Noseworthy		Title - Titre Regional Security Officer	Signature <i>Scott Noseworthy</i>
Telephone No. - N° de téléphone 709-772-7796	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel scott.noseworthy@dto-mpo.gc.ca	Date October 24, 2018
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

See attached Annex A

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page 92

**REQUEST FOR SERVICE CONTRACT CHECKLIST - RCM / PROJECT AUTHORITY**

Contract Number: F6140-180036 (711872-001)

Type of Contract: ☒ Service ☐ Construction

NOTE: This checklist is not required for Call-Up's Against Standing Offer Agreements, Grants & Contribution Agreements nor Service Contracts less than \$1,000.00 (tax excluded).

SPECIAL RESTRICTIONS

Special restrictions have been placed on the purchase, rental, or lease of some types of goods and services.

The following table provides a list of some of the restricted items that you must be aware of:

- Public Opinion Research (PWGSC);
- Legal Services (Dept. of Justice);
- Temporary Help Services (S.O. - max. of 20 weeks with RCM's signature, Senior Mgt signature required for amendments over this time);
- Procurement of Firearms;
- Research and Development (FWGSC);
- Printing - goods contracts;
- Contracting with Former Public Servants (Regional Materiel Management);
- Expert Witness (Regional Materiel Management).

(More information can be found at the following F&A 101 website:

<http://n02.nra01.nrc.doe.gov/ENGLISH/ContactFSA101/progure/resind/resind.htm>

CAUTIONS:

The Department has put cautions/special policies in place. The following list is a sample of a few. Please consult with your regional contracting office if you are entering into a contract for these services -

- Aircraft charters;
- Vessel charters;
- Diving - Departmental Diving Safety Procedures;
- Employee/Employer relationship;
- Long term leasing of capital assets, office/warehouse space and real property.

	Yes	No	N/A	Comments
01. Is this within the Department's mandate & Program objectives?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
02. <u>Complete Statement of Work</u> with clearly identified stages of work to be carried out:				
Title	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Start & Completion dates (incl. Multi-Year contract)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Background Statement	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Clear description (objectives to be attained)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Description of scope of work + existing resource material	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Phases of work	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Details of any constraints imposed (i.e. policies, standards)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Departmental support required (i.e. use of assets or work on site)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Specific details re responsibilities of the client & contractor	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Requirements for progress meetings	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Deliverables to be provided (e.g. progress report, milestone, etc.)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Estimate of anticipated level of effort required	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Time schedule for completion of each stage of the work	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Location of work (on or off site)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Recommended sources (vendor)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
03. Is it a <u>Non-competitive/Sole-source contract</u> ?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
If so, clear justification note <u>must be documented</u> in file consistent with TB policy	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
04. Has the obligation been entered into Abacus?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	to be completed
05. Have Official Languages issues been <u>considered</u> in accordance with Part IV of the Official Languages Act?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
06. If security issues are applicable:				
Has a SRCL been completed?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Copy of security clearance or e-mail from DFO security verifying approved clearance is required on file	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	

<http://www.tbs-sct.gc.ca/tbs/tcd/tcd/tcd1350-103.pdf>

	Yes	No	N/A	Comments
07. Have Risk Management issues being addressed by Project Authority?				
Does the Company/Individual have:				
Workers' compensation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	to be provided
Insurance requirements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	to be provided
Bonds/Security deposit required	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Accident Disability Insurance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Environmental Assessment, if required, on file	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
OSH (i.e. safety briefings, copy of contractor's certifications)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Qualifications (i.e. copy of résumé, confirmation of educational/professional requirements, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
08. Competitive Contract - list of potential suppliers, copies of proposals, quotes.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
09. Copy of Signed Contract?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	to be provided
10. Supporting Documentations and Location:				
Copies of Progress Reports in file #...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Copy of Final Report in file #...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Vendor Performance & Evaluation Report on file or sent to Contracting if awarded by Contracting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
11. AMENDMENT TO CONTRACT: (i.e. increase in level of effort, scope of work increase/decrease, increase/decrease in required resources)				
Clear rationale is documented on file	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Obligation in Abscus	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Amendment to contractor for signature	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Signed copy on file	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Project Authority's Signature:	<u>Shirley Hargrave</u>	Date:	<u>10/23/18</u>
RCM Signature:	<u>Pauline</u>	Date:	<u>Oct 23/18</u>

*** REMINDER note for Sole-Source Justification**

Please note that the following are the exceptions for sole source as per TB policy:

- the need is one of pressing emergency in which delay would be injurious to the public interest;
- the estimated expenditure does not exceed:
 - \$25,000; or
 - \$100,000, where the contract is for acquisition of architectural, engineering and other services required in respect of the planning, design, preparation or supervision of the construction, repair, renovation or restoration of a work;
- the nature of the work is such that it would not be in the public interest to solicit bids (i.e. national security); or
- only one person or firm is capable of performing the contract (i.e. patent or copyright).

**Pages 148 to / à 161
are duplicates of
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pages 20 to / à 33**



Fisheries and Oceans
Canada

Pêches et Océans
Canada

PURCHASE ORDER

This Purchase Order is made as of the contract award date below between Her Majesty the Queen in Right of Canada (hereinafter referred to as "Her Majesty") represented by the Minister of Fisheries and Oceans (hereinafter referred to as "Fisheries and Oceans Canada") and the supplier (as named herein).

SUPPLIER - FOURNISSEUR

AFN ENGINEERING
29 BRAD GUSHUE CRES
ST. JOHN'S, NL A1H 0A3
Canada

ISSUED BY - PRÉPARÉ PAR

SCH ENGINEERING & IFHP
JOHN CABOT BLDG., 10 BARTER'S HILL
PO BOX 5667
ST JOHN'S, NL A1C 5X1

Tel: 709 772-7026
E-mail: LEIGHANN.SAUNDERS@DFO-MPO.GC.CA

COMMANDE D'ACHAT

Cette commande d'achat est faite en date d'octroi de contrat ci-dessous entre Sa Majesté la Reine du chef du Canada (ci-après appelée "Sa Majesté") représenté par le Ministre des Pêches et Océans Canada (ci-après appelé "Pêches et Océans Canada") et le Fournisseur (tel qu'indiqué dans les présentes).

IMPORTANT

The Contract No. must appear on invoices, B/L, packing slips, correspondence and outside containers.
Le No. de contrat doit être indiqué sur les factures, les connaissements, les étiquettes d'emballage, la correspondance et à l'extérieur des contenants.

Contract No./ No. de contrat.	F6140-181059
Amend. No./No. de modif	0

Contract Award Date/ Date d'octroi de contrat	01-NOV-2018
--	-------------

Address Enquiries to - Adresser toute demande à
HOGARTH, SHEILA

Tel: 709 764-2658
E-mail: SHEILA.HOGARTH@DFO-MPO.GC.CA

SHIP TO/
EXPÉDIER À: F6140

BILL TO/
FACTURER À: DFO.invoicing.facturation.MPO@canada.ca

SMALL CRAFT HARBOURS EASTERN-NL
NORTHWEST ATLANTIC FISHERIES CENTRE
PO BOX 5667
ST.JOHN'S,NL A1C 5X1
Canada

DFO-ACCOUNTS PAYABLE/MPO-COMPTES PAYABLE
PO BOX 1901, STN A / CP 1901, STN A
FREDERICTON,NB E3B 5G4
Canada

Attn: SAUNDERS,LEIGHANN

Departmental Financial Codes - Codes financiers ministériel

18411-618-230-0810-10189-6

Freight Terms - Conditions pour les frais de transport

Contract End Date - Date de fin du contrat

FOB - FAR

PST No. - N° de TVP Exemption

HST/GST - TPS /
TVH

EXTRA

Estimated Total Cost - Prix total prévu

52,500.00 CAD

(Tax excluded)(Taxe exclue)

Continued/ suite...

Canada



Fisheries and Oceans
Canada

Pêches et Océans
Canada

Page

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of/da

3

PURCHASE ORDER
(Continuation sheet)

COMMANDE D'ACHAT
(suite)

P.O. No. - N° de commande

F6140-181059

Amend. No. - N° de modif.

0

The Vendor agrees to provide to Fisheries and Oceans Canada the goods or services identified at the specified prices and in accordance with all terms and conditions of this Purchase order.

Le Fournisseur accepte de fournir Pêches et Océans Canada les biens ou services identifiés dans les présentes en conformité avec les prix spécifiés et avec les modalités de cette commande d'achat.

Continued/ suite...

Item no. No Article	Description Description	Delivery Date Date de livraison	Quantity Quantité	U of I U de D	Unit Price Prix unitaire	Extended Cost Prix total prévu
1	721924002 - Marginal Wharf Reconstruction Inspection Services Foxtrop (As per Attached Statement of Work)	31-MAR-19	52500	EA /CH-EACH/C HACUN	1.00	52,500.00

Canada



Fisheries and Oceans
Canada

Pêches et Océans
Canada

Page

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of 3

3

PURCHASE ORDER
(Continuation sheet)

COMMANDE D'ACHAT
(suite)



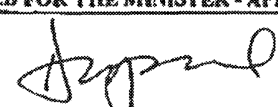
P.O. No. - N° de commande	F6140-181059
Amend. No. - N° de modif.	0

The following documents form part of this Purchase Order. The supplier recognizes and agrees to all terms and conditions set out in this request, including:

Les documents ci-joints font partie intégrale de cette commande d'achat. Le Fournisseur convient et accepte tous les termes et conditions tels que décrits dans cette demande, incluant:

Continued/ suite...

General Conditions (Professional Services)

FOR THE SUPPLIER - POUR LE FOURNISSEUR		
Signature 	Witness - Témoin 	Date Nov 1/18
Print or type - Imprimer ou dactylographier Neil Hunt	Position title - Titre du poste President	
Signature	Witness - Témoin	Date
Print or type - Imprimer ou dactylographier	Position title - Titre du poste	
APPROVED FOR THE MINISTER - APPROUVÉ POUR LE MINISTRE		
Signature 	Position title - Titre du poste A/REGIONAL ENGINEER	Date 1 Nov 2018
Print or type - Imprimer ou dactylographier Dion Upward		

Canada



Fisheries and Oceans
Canada

Pêches et Océans
Canada

PURCHASE ORDER

This Purchase Order is made as of the contract award date below between Her Majesty the Queen in Right of Canada (hereinafter referred to as "Her Majesty") represented by the Minister of Fisheries and Oceans (hereinafter referred to as "Fisheries and Oceans Canada") and the supplier (as named herein).

SUPPLIER – FOURNISSEUR
AFN ENGINEERING 29 BRAD GUSHUE CRES ST. JOHN'S, NL A1H 0A3 Canada

ISSUED BY - PRÉPARÉ PAR
SCH ENGINEERING & IFHP JOHN CABOT BLDG., 10 BARTER'S HILL PO BOX 5667 ST JOHN'S, NL A1C 5X1
Tel: 709 772-7026 E-mail: LEIGHANN.SAUNDERS@DFO-MPO.GC.CA

COMMANDE D'ACHAT

Cette commande d'achat est faite en date d'octroi de contrat ci-dessous entre Sa Majesté la Reine du chef du Canada (ci-après appelée "Sa Majesté") représenté par le Ministre des Pêches et Océans Canada (ci-après appelé "Pêches et Océans Canada") et le Fournisseur (tel qu'indiqué dans les présentes)

IMPORTANT The Contract No. must appear on invoices, B/L, packing lists, correspondence and outside containers. Le No. de contrat doit être indiqué sur les factures, les connaissements, les listes d'emballage, la correspondance et à l'extérieur des contenants.	
Contract No./ No. de contrat.	F6140-181059
Amend. No/No. de modif	0

Contract Award Date/ Date d'octroi de contrat	01-NOV-2018
Address Enquiries to - Adresser toute demande à HOGARTH, SHEILA	
Tel: 709 764-2658 E-mail: SHEILA.HOGARTH@DFO-MPO.GC.CA	

SHIP TO/ EXPÉDIER À: F6140	BILL TO/ FACTURER À: DFO.invoicing-facturation.MPO@canada.ca
SMALL CRAFT HARBOURS EASTERN-NL NORTHWEST ATLANTIC FISHERIES CENTRE PO BOX 5667 ST.JOHN'S,NL A1C 5X1 Canada	DFO-ACCOUNTS PAYABLE/MPO-COMPTES PAYABLE PO BOX 1901, STN A / CP 1901, STN A FREDERICTON,NB E3B 5G4 Canada Attn: SAUNDERS,LEIGHANN

Departmental Financial Codes - Codes financiers ministériel 18411-618-230-0810-10189-6		Freight Terms - Conditions pour les frais de transport	
		Contract End Date - Date de fin du contrat	
FOB – FAR	PST No. - N° de TVP Exemption	HST/GST - TPS / TVH EXTRA	Estimated Total Cost - Prix total prévu 52,500.00 CAD (Tax excluded)/(Taxe exclue)

Continued/ suite...

Canada



PURCHASE ORDER
(Continuation sheet)

COMMANDE D'ACHAT
(suite)

P.O. No. - N° de commande
F6140-181059
Amend. No. - N° de modif.
0

The Vendor agrees to provide to Fisheries and Oceans Canada the goods or services identified at the specified prices and in accordance with all terms and conditions of this Purchase order.

Le Fournisseur accepte de fournir Pêches et Océans Canada les biens ou services identifiés dans les présentes en conformité avec les prix spécifiés et avec les modalités de cette commande d'achat.

Continued/ suite...

Item no. No Article	Description	Delivery Date Date de livraison	Quantity Quantité	U of I U de D	Unit Price Prix unitaire	Extended Cost Prix total prévu
1	721924002 - Marginal Wharf Reconstruction Inspection Services - Foxtrap (As per Attached Statement of Work)	31-MAR-19	52500	EA /CH-EACH/C HACUN	1.00	52,500.00



PURCHASE ORDER
(Continuation sheet)

COMMANDE D'ACHAT
(suite)

P.O. No. - N° de commande

F6140-181059

Amend. No. - N° de modif.

0


The following documents form part of this Purchase Order. The supplier recognizes and agrees to all terms and conditions set out in this request, including:

Les documents ci-joints font partie intégrale de cette commande d'achat. Le Fournisseur convient et accepte tous les termes et conditions tels que décrits dans cette demande, incluant:

Continued/ suite...

General Conditions (Professional Services)

FOR THE SUPPLIER - POUR LE FOURNISSEUR		
Signature	Witness - Témoin	Date
Print or type - Imprimer ou dactylographier	Position title - Titre du poste	
Signature	Witness - Témoin	Date
Print or type - Imprimer ou dactylographier	Position title - Titre du poste	

APPROVED FOR THE MINISTER - APPROUVÉ POUR LE MINISTRE		
Signature 	Position title - Titre du poste A/REGIONAL ENGINEER	Date 1 Nov 2018
Print or type - Imprimer ou dactylographier Dion Upward		

Statement of Work

Project Title: Inspection Services – Marginal Wharf Reconstruction
Foxtrap, NL

Contract Number: F6140-181059 (721924-002)

Consultant: AFN Engineering
29 Brad Gushue Crescent
St. John's, NL
A1H 0A3

Anticipated Start Date: November 05, 2018

Anticipated Completion Date: March 31, 2019

Location of Work: Foxtrap, NL

Background Statement: DFO (SCH) requires Part-time Inspection Services for Marginal Wharf Reconstruction in Foxtrap, NL.

Scope of Work: Part-time resident inspection services on site at Foxtrap, NL.

Conditions of Work: Inspection Services to be performed at Foxtrap, NL.

Deliverables: Written confirmation of work inspected on site.

Method of Payment: The Consultant will be paid for work completed and submission of invoices to DFO (SCH).

Cost: The total cost of this contract is: **\$52,500.00 (+ HST)** (see attached cost breakdown).

Note: Any change to project scope or cost to be approved by DFO (SCH) project manager prior to initiation of change or cost to project.

Payment Terms: Net 30 days

DFO (SCH) Project Manager: Sheila Hogarth
Engineering Technician
Tel. (709) 764-2658



Fisheries
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Pêches
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Construction Inspection Services For Fisheries and Oceans Canada Small Craft Harbours

Small Craft Harbours seeks qualified firms to provide Construction Inspection Services for the construction phase of marine works in Newfoundland for 2018-2019.

Scope of Services:

Provide field inspection services to ensure compliance with plans and specifications. Small Craft Harbours' Designated Representative (DR) will be responsible for management of the project.

Detailed responsibilities include:

- Monitor the work and advise the Contractor of any non-compliance and report back to DR with any issue.
- Prepare daily site reports and photographs detailing equipment and personnel on site each day and summarizing daily work activities. Inspectors are required to be supplied with a digital camera that can produce clear photographs to be used in SCH reports. All photographs to be labeled with the date the photograph was taken and a description.
- Track contracting quantities. Measure and document all construction completed daily with estimated quantities demolished, constructed, installed, etc. Submit quantities for Progress Claims to the office on the 29th of each month signed by both the contractor and inspector.
- Make site observations and check the work to determine whether the work, materials and equipment conform to the contract documents and supplementary conditions. The inspector shall advise the Contractor of any deficiencies or unapproved deviations via memorandum and report to the DR any of these on which the Contractor is tardy or refuses to correct.
- Report to DR if materials and equipment are being incorporated into the project prior to approval of relative shop drawings or samples.
- Assist in the preparation of all deficiency reports, interim, preliminary and final, in collaboration with the DR.
- Communicate with the DR, either by phone or email, on a regular basis to provide construction status updates.
- Coordinate special testing and inspection work as required.



- Verify contractor's as-built drawings.
- Attend meetings as required.
- Other tasks as requested by the DR.

Selection Process:

An evaluation panel composed of SCH staff will review and score the Proposals based on the following selection criteria:

Selection Criteria:

- Qualifications and experience of proposed inspectors including documented experience with performing construction inspection of marine works such as wharves and breakwaters.
- Ability to commit staff for the duration of each project with no change-out without approval of the DR.
- Proposed hourly rates for those providing inspection services and other charges. Consultant to provide pricing to complete the scope of work in accordance with industry accepted standards and practices. Rate is inclusive of all expenses, including any administrative costs. Rate excludes Inspector's room and board and small office, both of which are provided by the Contractor per project specification.
- Inspection services are based on a 10 hour work day.

Submittals:

Proposals must address the aforementioned selection criteria and include:

- Inspector's resume identifying experience, qualifications and expertise. Resume should include at least three projects demonstrating specific inspector experience. List projects with brief description, construction cost, and completion dates. Provide a reference for each project.
- Proposed personnel shall be able to perform all services listed in the Scope of Services.
- An interview may be requested before and/or after the submittal deadline date.

Proposal Submittal Deadline:

Complete the Construction Inspection Services Table, attach the requested documentation and return on or before **2:00 p.m. on October 29, 2018.**

By email to:

Project Manager: Sheila Hogarth, CTech
Fisheries and Oceans Canada
(709) 764-2658

Email address: sheila.hogarth@dfo-mpo.gc.ca



Fisheries
and Oceans

Pêches
et Océans

s.20(1)(b)

s.20(1)(c)

Wharf Reconstruction - Construction Inspection Services

Item	Selection Criteria	AFN
1	Meets Aboriginal Criteria (Y/N) (if applicable)	N/A
2	Firm Experience & Qualifications	5
3	Inspector Qualifications & Experience	5
4	Ability to Commit Inspector for Duration	5
	Subtotal	15
	Hourly Rate	\$50.00
	TOTAL	120%

Review Committee:

Sheila Hogarth

Dion Upward

Signature

Signature:

Sheila Hogarth
Dion Upward

Notes:

1. Ranking: 5 is the highest, 1 is the lowest.
2. The total percentage score increases as Items 2 through 4 are rated higher and the hourly rate decreases.
3. Inability to meet the aboriginal criteria results in immediate disqualification, if applicable.

Construction Inspection Services

Item	Description	Anticipated Start Date	Anticipated Duration (weeks)	Keep Fixed @ 50 hours/week	Proposed Hourly Rate	Calculated Total	Inspector's Name
1	Fortrop Marginal Wharf Reconstruction	November 5, 2018				52,500	

Notes: 1. Projects, Anticipated Start Dates and Anticipated Durations are subject to change.
2. Contractor to provide Inspector's room and board and ensure office per project specification. Therefore, these costs should not be included by consultant



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Pêches
et Océans

s.19(1)
s.20(1)(b)
s.20(1)(c)

Construction Inspection Services

Item	Description	Anticipated Start Date	Anticipated Duration (weeks)	Keep Fixed @ 50 hours/week	Proposed Hourly Rate	Calculated Total	Inspector's Name
1	Festrap Marginal Wharf Reconstruction	November 5, 2018					

Notes: 1. Projects, Anticipated Start Dates and Anticipated Durations are subject to change.
2. Contractor to provide Inspector's room and board and onsite office per project specification. Therefore, these costs should not be included by consultant

1.0 INTRODUCTION

This proposal is submitted by AFN Engineering Inc. (AFN) in response to a request for resident inspection services at a wharf reconstruction site in Foxtrap, NL. AFN Engineering Inc. (AFN) is a marine/civil engineering firm licensed by PEG-NL to practice engineering in the Province of Newfoundland and Labrador (2018 permit number F0292). The resources of AFN have internal expertise in civil design, structural design, site development, scheduling, time and cost control, project management and contract administration. The firm's assignments encompass many aspects of the rehabilitation and new construction of built works marine infrastructure including pre-design services, schematic design, design development, preparation of construction documents, tender call, bid evaluation, construction contract award, construction & contract administration & post construction warranty review, resident & construction supervision and risk management. AFN has worked closely with DFO and PWGSC over the past fifteen (15) years having managed marine infrastructure projects on behalf of DFO and PWGSC with a combined construction value in excess of \$200,000,000. AFN is the engineer of record for the wharf reconstruction project in Foxtrap.

2.0 DEMONSTRATED UNDERSTANDING OF THE SCOPE OF SERVICES

2.1 Resident Inspection Services

AFN understands the intent of the project is to provide resident inspection services for a wharf reconstruction project in Foxtrap, NL. The purpose of the inspector is to:

- inspect, coordinate and monitor all aspects of the work during key periods of the construction of the facility, and liaise with the contractor, DFO and other agencies as appropriate to the work;
- provide resident inspection during key periods of construction work and maintaining records of all construction work placed on behalf of DFO;
- ensure that a sufficient level of communication is maintained with DFO, and the Consultant/Contractor/other organizations where applicable (as determined by DFO).

The inspector will maintain daily records while on site, of all construction work placed (and report directly to DFO). In general, the resident inspector will inspect all phases of the work in progress, for the purpose of documenting discrepancies between the work, the contract documents and accepted construction procedures. This would include inspections related to rock mattress placement (if applicable), treated timber cribwork, structural timber (wheelguard, wheelguard blocking, coping, fenders and ladders), concrete deck, mooring cleats, etc. The resident inspector will keep a daily log of such inspections and issue daily/weekly written reports to DFO. While changes in the work can be anticipated for this work, it is understood that the resident inspector shall not authorize or order any change in the work which will constitute a change in design or in the value of the contract, except as delegated by DFO.

2.2 Communication Protocols for the Resident Inspector

The resident inspector will:

- Convey DFO's instructions regarding the required standards of workmanship to the Contractor(s).
- Check specifications, confer and obtain guidance on these findings with DFO.
- Contact DFO immediately when it is apparent that information or action is required of DFO.
- Accompany DFO representatives on inspections and provide reports of the inspections as required by DFO.
- Consider and evaluate any suggestions or modifications to the documents advanced by the Contractor and immediately report these to DFO with comments.

- Ensure that DFO are notified promptly when key pieces and/or components of materials and equipment are delivered, so that these parties can arrange for the appropriate personnel to have an opportunity to inspect same prior to installation.

2.3 Inspector Deliverables

The resident inspector will keep a daily log while on site. The daily log will record the following:

- weather conditions, particularly unusual weather relative to construction activities;
- major material and equipment deliveries;
- daily activities and major work done;
- number of workers on site (full day or part day) and trade represented;
- start, stop or completion of activities;
- presence of inspection and testing firms, tests taken, results, etc.;
- unusual site conditions experienced;
- significant developments, remarks, etc. and special visitors on site;
- authorities given Contractor to undertake certain or hazardous works;
- environmental, safety or other notable incidents;
- reports, instructions from appropriate Authorities Response Actions.

It is understood that based on site/project specific conditions, the items recorded in the daily log may expand or be reduced. The log is the personal property of the inspector and copies of the log book (certified as copies), will be provided at the end of the project to DFO. In addition, Weekly Records will be maintained by the resident inspector, and include: progress relative to schedule; major activities commencing or completed during the week; main activities now in progress; major deliveries of materials and/or equipment; difficulties which may cause delays in completion; materials and labour needed immediately; cost estimates of work completed and materials delivered (cost plus contracts); outstanding information or action required; work force, weather and other applicable remarks; accidents on site or safety hazards caused by the work, the Contractor or his agents.

The inspector will physically mobilize to site at the onset of work and perform the work to the date of Certificate of Substantial Performance. The resident inspector will be provided with a digital camera; personal protective equipment; office supplies required to perform services; cell phone or other acceptable means of communication; and a laptop computer.

3.0 INSPECTOR WORKING DOCUMENTS

All inspectors employed by AFN follow the guidelines commonly used by DFO for resident inspection services. The project in Foxtrap will be no different, with the following being adhered to:

On-site Requirements

- Review the contract documents to ensure full knowledge of and familiarity with the required work. This includes Plans, Specifications, Addenda, Change Orders, General Conditions, etc.
- Measure and document all completed construction daily with estimated quantities demolished, constructed, installed, etc.
- Measure and document all changes
- Document all on-site issues
- Set up separate folders for all on-site documentation.

- Maintain a detailed Daily Diary. Include sketches as required.
- Maintain a detailed Phone Diary.
- A Critical Path Schedule to indicate exactly what work is required to be completed prior to proceeding to other work. Maintain this schedule as changes are made.
- Maintain the Contractor's Bar Chart Schedule. Indicate the actual progress on the schedule as work is carried out.
- Prepare Daily Reports. Include sketches as required.
- Prepare Weekly Reports.
- Prepare Monthly Reports.
- Document all Health and Safety issues.
 - Notify the Project Officer immediately of an incident or accident. Notify the Project Manager, if the Project Officer is not available
 - Prepare reports as required.
 - Submit reports to office.
- Directions to Site Inspector from office.
- Directions given to Contractor.
- Sketches and drawings for clarifications.
- Revised drawings.
- All original cross-sections and profiles of dredging, backfill, rock fill, armour stone, rip-rap, etc. if required. Maintain cross-sections and profiles with current information.
- Shop drawings.
- All daily, weekly and monthly documentation to the office.
- Photos submitted to office for clarification.
- Copies of Pre-Construction Meeting Minutes and all Project Progress Meeting Minutes.
- On-site issues.
- Contemplated Change Notices.
- Change Orders.
- Take regular photographs and label as required.

Daily Contact with DFO Office

Phone call, either to the office phone or the cell phone, with brief report of construction status towards the end of day. Leave a message if the Project Officer is not available.

- Contact the Project Officer immediately as required in the event of issues that need to be addressed immediately.

Weekly Submission to DFO Office

- Submit Daily Inspector's Reports to office each Monday morning.
- Submit Weekly Inspector's Reports, with a copy of the current Contractor's Bar Chart Schedule, to office each Monday morning.
- The submissions each Monday can be done by either:
 - Scan and email
 - Fax
 - Copy and regular mail
- Submit construction photographs to office each Monday morning by email.
- All photographs to be labeled with the following
 - Location
 - Project name

- Project number
- Description of each photograph
- Date photograph was taken
- Take at least two overview photographs of the site at the end of each week for submission on Monday morning.
- Submit quantities placed to date to office each Monday morning, completed on Unit Table.

Submission to DFO Office – Every month on the 28th

- Submit quantities for Progress Claims to office on the 28th of each month.
- Submit Monthly Inspector's Reports to office at the first day of each month.

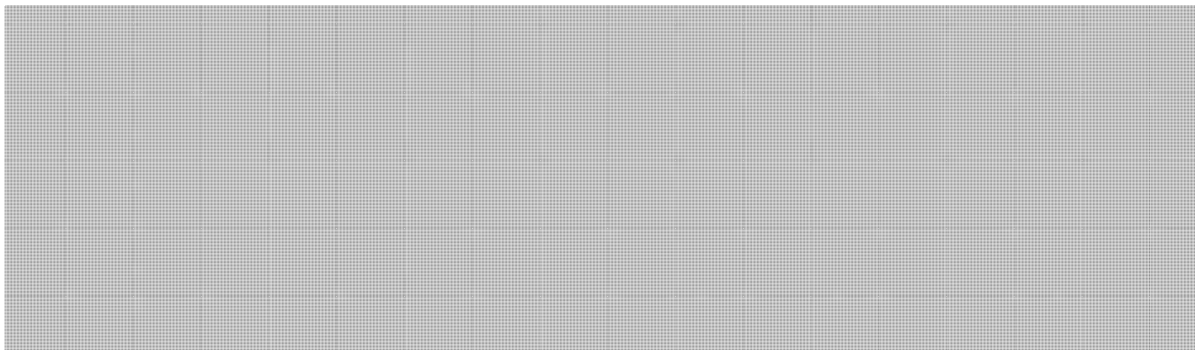
Monthly Submission to DFO Office

- Submit Monthly Inspector's Reports to office at the first day of each month.

General

- Forecast the requirements for the following to ensure we have the appropriate submissions, personnel, technical assistance on site to meet avoid construction delays. Advise the Project Officer if and as required.
 - Shop Drawings Submissions
 - Concrete Testing
 - Materials Testing
 - Diving Inspections
 - Cribseat Inspections
- Accurately document all downtime and delays. Record the following:
 - Start and end of downtime or delay.
 - Specific cause of downtime or delay.
 - Action taken by Contractor to mitigate downtime or delay if caused by Contractor.
 - Action taken by other parties to mitigate downtime or delay if caused by others.
- Submit quantities for Interim Certificate of Completion to office when required.
- Submit documentation for Interim Certificate of Completion to office when required.
- Ensure As-Built Drawings are prepared, checked and signed-off by both the Contractor's Superintendent and the DFO On-Site Inspector prior to submission by the Contractor.

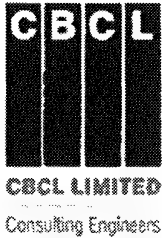
4.0 RESUME OF PROPOSED INSPECTOR





5.0 CLOSING

AFN is confident that we have an understanding of DFO's needs and expectations for service required under this request and has committed to meeting these needs throughout the project duration.



October 29, 2018

Miss Shelia Hogarth, CTech
DFO, Small Craft Harbours
Engineering Technician
John Cabot Building, 10 Barbers Hill
St. John's, NL
A1C 5X1

RE: Foxtrap, NL- Marginal Wharf Construction - Proposal for Resident Site Representative Services

Project Understanding

CBCL Limited is pleased to provide to the Department of Fisheries and Oceans (DFO) Small Craft Harbours (SCH) a proposal outlining our understanding of the scope of services, the schedule and our hourly rate to provide resident site representative services for reconstruction of a marginal wharf in Foxtrap, NL.

Scope of Services

Our resident site representative duties will include:

- Monitor the work and advise the Contractor of any non-compliance and report back to the Departmental Representative with any issue.
- Prepare daily site reports and photographs detailing equipment and personnel on site each day and summarizing daily work activities. Our representative will be supplied with a digital camera that can produce clear photographs to be used in Small Craft Harbour reports. All photographs will be labelled with the date the photograph was taken and a have a brief description.
- Track contracting quantities. Measure and document all construction completed daily with estimated quantities of demolished, constructed, and installed work, etc. Submit quantities for Progress Claims to the Departmental Representative on the progress to date each month, signed by both the contractor and the inspector.
- Make site observations and check the work to determine whether the work, materials and equipment conform to the contract documents and supplementary conditions. The Inspector shall advise the Contractor of any deficiencies or unapproved deviations via memorandum and report to the DR any of these on which the Contractor is tardy or refuses to correct.
- Report to DR if materials and equipment are being incorporated into the project prior to approval of relative shop drawings or samples.
- Assist in the preparation of all deficiency reports, interim, preliminary and final, in collaboration with the DR.
- Coordinate special testing and inspection work as required.
- Verify contractor's as-built drawings.
- Attend meetings as required.
- Communicate with the Departmental Representative via phone, email, etc. on a regular and frequent basis.
- Other tasks as requested by the Departmental Representative.
- While we understand that formal electrical inspections will be completed by the electrical design consultant, our site representative will monitor general compliance to the project documents and verify materials on site are in accordance with approved shop drawings.

187 Kennmount Road
ICON Building
St. John's, NL
Canada A1B 3P9

Telephone: 709 364 8623
Fax: 709 364 8627
E-mail: info@cbcl.ca
www.cbcl.ca

**Solving
today's
problems
with
tomorrow
in mind**



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Schedule

As per the provided rate table, we understand that the project schedule is based on 21 weeks at 50 hours per week starting as early as November 5, 2018.

s.19(1)
s.20(1)(b)
s.20(1)(c)

We understand that our proposed staff member will be assigned for the duration of the work and shall not be replaced without prior approval from the Departmental Representative.

Proposed Site Representative and Reference Projects

For this response we propose the use of one of our Senior Civil Technicians, [REDACTED] has over 20 years' experience as a civil technician performing a dual role as a civil designer and field representative. [REDACTED] most recently acted as a liaison for the client for the [REDACTED] which required him to constantly communicate to and with the client any issues that arose during construction.

[REDACTED] is well versed in civil and heavy civil construction a list of some of his project experienced is included on the attached CV.

Budget

Our proposed hourly rate including the expenses defined in the RFP as being the responsibility of the consultant based on a 10 hour work day is [REDACTED]/hour + HST.

The rate table as provided is completed and attached.

Extra Work

If extra work is required outside of these services, we will obtain written authorization before proceeding and a fee to complete will be determined and agreed prior to proceeding.

Terms and Conditions

We propose to complete the work under our Standard Terms and Conditions which are attached, however should you have another preferred form of contract we would willing to review and determine if agreeable.

When you have had an opportunity to review our proposal, if you require elaboration on any aspect, please contact me. We thank you for the opportunity to bid on this work.

Yours very truly,
CBCL Limited

Reviewed by:

[REDACTED]

[REDACTED]

Project Manager

Direct: 709-364-8623, Ext [REDACTED]

E-Mail: [REDACTED]

NL Branch Manager

Direct: 709-364-8623, Ext [REDACTED]

E-Mail: [REDACTED]





Schedule "A"

CBCL Limited ("CBCL") and Client STANDARD TERMS AND CONDITIONS

1. **ENTIRE AGREEMENT.** The attached proposal together with this Schedule "A" constitutes the entire agreement between Client and CBCL (this "Agreement"). This Agreement supersedes all prior communications, undertakings and agreements, written or oral made between the parties. Amendments to this Agreement must be in writing, signed by both Client and CBCL.
2. **SCOPE OF WORK.** Upon receipt of notice from Client of a requested change in the scope of the work hereunder, CBCL will promptly notify Client of any estimated impact on the schedule, price or terms of this Agreement resulting from such a change. The parties agree to expeditiously negotiate any such changes to this Agreement and to promptly execute any such agreed upon amendments to this Agreement. Client acknowledges and agrees that its use of any purchase order or other form to procure services is solely for administrative purposes and in no event shall CBCL be bound by any terms or conditions on such purchase order or form regardless of reference to or signature on behalf of CBCL. Client shall endeavor to reference this Agreement on any purchase order (or any other form), but Client's failure to do so shall not operate to modify this Agreement.
3. **SITE INFORMATION AND ACCESS.** Client shall make available to CBCL all relevant information, data and documents under his control regarding past, present and proposed conditions of the work site. The information shall include, but not be limited to, plot plans, topographic survey, hydrologic data and soil and geologic data including borings, field or laboratory tests and written reports. Client shall immediately transmit to CBCL any new or revised information, data or documents that become available. Client shall make all necessary arrangements to ensure ready and uninterrupted work site access for CBCL, its personnel and equipment throughout performance of this Agreement, at no cost to CBCL. Client acknowledges that subsurface conditions may vary from those encountered at the location where borings, surveys or other explorations are made by CBCL and that the data, interpretations and recommendations of CBCL are based solely on such borings, surveys and explorations and on the information provided to it by the Client. CBCL will not be responsible for the interpretation by others of the results of CBCL's borings, surveys or explorations. Similarly, CBCL will not be responsible for the accuracy of Client provided information of any kind nor for the consequences of incorporating such information in the work.
4. **FEES, DISBURSEMENTS AND EXPENSES.** Unless otherwise stated or agreed to in writing by CBCL and the Client, terms of payment for professional services, invoiced expenses, and office disbursements shall be as presented on each invoice submitted by CBCL to the Client. Fees shall be charged at the hourly rates or for the stipulated price specified in the proposal. Fees shall be net of invoiced expenses and office disbursements. Sub-consulting fees shall be subject to a 10% mark-up. Expenses such as hotel, travel, meals and the like shall be charged at cost. Office disbursements such as printing, communication, delivery, internal lab and the like shall be billed at 6% of fees charged.
5. **PERMITS AND UTILITIES.** Client shall obtain all required approvals, permits, licenses and access rights from municipal and other governmental authorities and utilities having jurisdiction over or easements on the work site. The Client shall advise CBCL of the location of all underground utilities and structures at the work site.
6. **TERMS OF PAYMENT.** Unless otherwise stated in the Letter Agreement, invoices will be submitted by CBCL on a period by period basis where a period constitute four (4) weeks (28 days) or, at the option of CBCL upon completion of the services, and will be due and payable on the invoice date. Invoices will be considered past due if not paid within thirty (30) days thereafter (the "overdue date"). Invoices not paid on or before the overdue date shall bear interest at the rate of one and one-half percent (1.5%) per month computed from the overdue date. In addition, any collection fees, legal fees, court costs and other related expenses incurred by CBCL in respect of the collection of delinquent invoice amounts shall be paid by Client.
7. **OWNERSHIP RIGHTS.** All reports, drawings, plans, models, designs, surveys, photographs, specifications, computer files, field data, notes and other documents and instruments produced by CBCL shall be and remain the sole property of CBCL. CBCL shall retain all common law, statutory and other reserved rights therein, including copyright.
8. **LEGAL FEES.** In the event either party makes a claim or commences legal proceedings against the other for any act arising out of the performance or interpretation of this Agreement, including the payment of professional fees, the unsuccessful party shall pay to the prevailing party all reasonable costs incurred by the prevailing party in prosecuting or defending such claim or action, including staff time, court costs, solicitors' fees and other related expenses. In the event of a non-adjudicative settlement of a claim or legal proceedings between the parties or resolution by arbitration, the term "prevailing party" shall be determined by that process.
9. **STANDARD OF CARE.** In the performance of professional services, CBCL will use that degree of care and skill ordinarily exercised under similar circumstances by reputable members of its profession practicing in the same or similar localities. CBCL makes no warranties, either expressed or implied, as to its professional services rendered under this Agreement. CBCL will perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the project. Nothing in this Agreement shall be construed to establish a fiduciary relationship between the parties.

10. **INSURANCE.** CBCL will maintain professional liability insurance, comprehensive general liability insurance and automotive insurance throughout the term of this Agreement, with the exception of automotive insurance, for a period of at least one (1) year thereafter.
11. **OPINION OF PROBABLE COST.** CBCL shall, where required, prepare an opinion of probable construction cost. This opinion of probable costs is presented on the basis of experience, qualifications, and best judgment. It has been prepared in accordance with acceptable principles and practices. Market trends, non-competitive bidding situations, unforeseen labour and material adjustments and the like are beyond the control of CBCL Limited and as such we cannot warranty or guarantee that actual costs will not vary from the opinion provided.
12. **ENVIRONMENTAL LIABILITY.** Because Client owns and operates the site where work is being performed, Client has and shall retain all responsibility and liability associated with the environmental conditions at the site and shall be solely responsible for the handling and disposal of any bore samples, asbestos, or other toxic or hazardous materials, substances or products (collectively "Hazardous Waste") located on the worksite or generated on the site as a result of CBCL's performance hereunder. Client agrees to indemnify and save harmless CBCL from any claims, damages or liability whatsoever, arising out of the detection, presence, handling, removal or disposal of Hazardous Waste on or about the work site.
13. **LIMITATION OF LIABILITY.** Notwithstanding any other provision of this Agreement, the total liability, in the aggregate, of CBCL, its officers, directors and employees or any of them to Client, for any and all claims, losses, costs, demands, damages, including solicitors' fees, expert witness fees and costs of any kind arising under or related to this Agreement or any services provided hereunder, whether based in contract or tort, shall not exceed the total compensation actually paid to CBCL under this Agreement, or the total amount of \$50,000, whichever is less. All claims by Client shall be deemed relinquished unless filed within one (1) year after substantial completion of the services rendered under this Agreement. CBCL's liability shall be absolutely limited to direct damages arising out of the services provided under this Agreement and CBCL shall not be liable in any way for any consequential or indirect loss, injury or damages of any kind incurred by Client, including but not limited to loss of profits, loss of income or loss of use of property. CBCL shall not be liable for any damages or costs arising out of the failure of any manufactured product or any manufactured or factory assembled system of components to perform in accordance with manufacturer's specifications or product literature or otherwise.
14. **DISPUTES.** Any dispute arising hereunder shall be resolved by taking the following steps, where a successive step is taken if the issue is not resolved at the preceding step: (1) by negotiation between the technical and contractual personnel for each party, (2) by negotiation between executive management of each party, (3) by submission to mediation, (4) by arbitration if both parties agree or (5) litigation in the courts of the Province whose laws govern this Agreement, pursuant to Paragraph 18 hereof.
15. **DELAYS.** Client agrees that CBCL shall not be liable for any damages arising, directly or indirectly, from any delays due to causes beyond CBCL or the Client's reasonable control.
16. **JOBSITE SAFETY.** Client agrees that the responsibility for site safety and construction means and methods remains with the contractor, not the design professional.
17. **TERMINATION.** CBCL may terminate this Agreement upon at least seven (7) calendar days' notice to Client, in the event that (a) Client fails to perform any of its obligations hereunder, including payment of fees for service, in a timely manner, or (b) the parties fail to promptly reach agreement on the compensation and schedule adjustments necessitated by requested changes to the scope of the work hereunder. In the event of such termination by CBCL, Client shall pay to CBCL, in addition to payment for services rendered hereunder to the time of termination and reimbursable costs, all reasonable expenses of CBCL in connection with the orderly and safe termination of its services.
18. **INCONSISTENCY.** In the event that there is any inconsistency or contradiction between any of the provisions of the Proposal and the provisions of this Schedule "A", then in such case, the provisions of the Proposal shall prevail.
19. **ASSIGNMENT.** Neither Client nor CBCL shall assign its interest in this Agreement without the prior written consent of the other except that CBCL may assign its interest in this Agreement to a related or affiliated company of CBCL without the consent of Client.
20. **GOVERNING LAWS.** This Agreement shall be governed by the laws of, and any legal proceedings arising out of this Agreement shall be brought in a court of competent jurisdiction in, the Province in which the work site is located, if applicable, and otherwise, then by the laws of the Province of Nova Scotia.

**Pages 183 to / à 184
are withheld pursuant to section
sont retenues en vertu de l'article**

19(1)

**of the Access to Information Act
de la Loi sur l'accès à l'information**



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

F6140-181056

Security Classification / Classification de sécurité

SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART 1: CONTRACT INFORMATION / PARTIE A: INFORMATION CONTRACTUELLE			
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction	
Fisheries and Oceans		Small Craft Harbours	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
		AFN Engineering 29 Brad Gushue Cres., St. John's, NL, A1H 0A3	
4. Brief Description of Work / Brève description du travail Provide part-time resident inspection services at Foxtrap, NL, as per attached statement of work.			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui			
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui			
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui			
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui			
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui			
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	
		Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à: <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>			
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>			
		PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
		PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
		PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
		CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
		SECRET SECRET <input type="checkbox"/>	
		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

F6140-181056

Security Classification / Classification de sécurité

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :
9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes
Non Oui
- Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET - SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMBLEMES | | | |

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☐ No ☒ Yes
Non Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? ☒ No ☐ Yes
Non Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui
11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No ☐ Yes
Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☒ No ☐ Yes
Non Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes
Non Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada



PART C (continued) / PARTIE C (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non ☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non ☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

F6140-181058

Security Classification / Classification de sécurité

Inspection Service - Marginal Wharf Reconstruction (Foxtrap)

13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Sheila Hogarth		Title - Titre Engineering Technician	Signature <i>Sheila Hogarth</i>
Telephone No. - N° de téléphone (709) 784-2858	Facsimile No. - N° de télécopieur (709) 772-4810	E-mail address - Adresse courriel sheila.hogarth@dfw-mpo.gc.ca	Date October 29, 2018
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Scott Noseworthy		Title - Titre Regional Security Advisor	Signature <i>Scott Noseworthy</i>
Telephone No. - N° de téléphone 709-772-7796	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel scott.noseworthy@dfw-mpo.gc.ca	Date 2018-10-31
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

See attached Annex A

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REQUEST FOR SERVICE CONTRACT CHECKLIST - RCM / PROJECT AUTHORITY

Contract Number: F6140-181059 (721924-002)

Type of Contract: ☒ Service ☐ Construction

NOTE: This checklist is not required for Call-Up's Against Standing Offer Agreements, Grants & Contribution Agreements nor Service Contracts less than \$1,000.00 (tax excluded).

SPECIAL RESTRICTIONS:

Special restrictions have been placed on the purchase, rental, or lease of some types of goods and services.

The following table provides a list of some of the restricted items that you must be aware of:

- Public Opinion Research (PWGSC);
- Legal Services (Dept. of Justice);
- Temporary Help Services (S.O. - max. of 20 weeks with RCM's signature, Senior Mgt signature required for amendments over this time);
- Procurement of Firearms;
- Research and Development (PWGSC);
- Printing - goods contracts;
- Contracting with Former Public Servants (Regional Material Management);
- Expert Witness (Regional Material Management).

(More information can be found at the following F&A 101 website:

<http://e02nra01.nrc-dfo-mpe.gc.ca/ENGLISH/Corporate/F&A101/procure/restrict/restrict.htm>).

CAUTIONS:

The Department has put cautions/special policies in place. The following list is a sample of a few. Please consult with your regional contracting office if you are entering into a contract for these services -

- Aircraft charters;
- Vessel charters;
- Diving - Departmental Diving Safety Procedures;
- Employee/Employer relationship;
- Long term leasing of capital assets, office/warehouse space and real property.

	Yes	No	N/A	Comments
01. Is this within the Department's mandate & Program objectives?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
02. Complete Statement of Work with clearly identified stages of work to be carried out:				
Title	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Start & Completion dates (incl. Multi-Year contract)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Background Statement	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Clear description (objectives to be attained)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Description of scope of work + existing resource material	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Phases of work	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Details of any constraints imposed (i.e. policies, standards)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Departmental support required (i.e. use of assets or work on site)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Specific details re responsibilities of the client & contractor	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Requirements for progress meetings	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Deliverables to be provided (e.g. progress report, milestone, etc.)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Estimate of anticipated level of effort required	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Time schedule for completion of each stage of the work	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Location of work (on or off site)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Recommended sources (vendor)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
03. Is it a Non-competitive/Sole-source contract?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
If so, clear justification note <u>must be documented</u> in file consistent with TB policy	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
04. Has the obligation been entered into Abacus?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	to be completed
05. Have Official Languages issues been considered in accordance with Part IV of the Official Languages Act?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
06. If security issues are applicable:				
Has a SRCL been completed?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Copy of security clearance or e-mail from DFO security verifying approved clearance is required on file. http://www.tb-scl.gc.ca/tbsf/scl/dwnld/350-103.pdf	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	

..2

	Yes	No	N/A	Comments
07. Have Risk Management issues being addressed by Project Authority? Does the Company/Individual have:				
Workmen's compensation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	to be provided
Insurance requirements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	to be provided
Bonds/Security deposit required.....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Accident Disability Insurance.....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Environmental Assessment, if required, on file	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
OSH (i.e. safety briefings, copy of contractor's certifications).....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Qualifications (i.e. copy of résumé, confirmation of educational/professional requirements, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
08. Competitive Contract - list of potential suppliers, copies of proposals, quotes.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
09. Copy of Signed Contract?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	to be provided
10. Supporting Documentations and Location:				
Copies of Progress Reports in file #.....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Copy of Final Report in file #.....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Vendor Performance & Evaluation Report on file or sent to Contracting if awarded by Contracting.....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
11. AMENDMENT TO CONTRACT: (ie. increase in level of effort, scope of work increase/decrease, increase/decrease in required resources)				
Clear rationale is documented on file.....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Obligation in Abacus	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Amendment to contractor for signature	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Signed copy on file.....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Project Authority's Signature: <u><i>Shirley Hagarth</i></u>	Date: <u>Oct. 31, 2018</u>
RCM Signature: <u><i>[Signature]</i></u>	Date: <u>31 Oct 2018</u>

<p>* REMINDER note for Sole-Source Justification</p> <p>Please note that the following are the exceptions for sole source as per TB policy:</p> <ul style="list-style-type: none"> the need is one of pressing emergency in which delay would be injurious to the public interest; the estimated expenditure does not exceed: <ul style="list-style-type: none"> \$25,000; or \$100,000, where the contract is for acquisition of architectural, engineering and other services required in respect of the planning, design, preparation or supervision of the construction, repair, renovation or restoration of a work; the nature of the work is such that it would not be in the public interest to solicit bids (i.e. national security); or only one person or firm is capable of performing the contract (i.e. patent or copyright).

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pages 20 to / à 33**



Fisheries and Oceans
Canada

Pêches et Océans
Canada

PURCHASE ORDER

This Purchase Order is made as of the contract award date below between Her Majesty the Queen in Right of Canada (hereinafter referred to as "Her Majesty") represented by the Minister of Fisheries and Oceans (hereinafter referred to as "Fisheries and Oceans Canada") and the supplier (as named herein).

SUPPLIER – FOURNISSEUR
AFN ENGINEERING 29 BRAD GUSHUE CRES ST. JOHN'S, NL A1H 0A3 Canada

ISSUED BY - PRÉPARÉ PAR
SCH ENGINEERING & IFHP JOHN CABOT BLDG., 10 BARTER'S HILL PO BOX 5667 ST JOHN'S, NL A1C 5X1 Tel: 709 772-7026 E-mail: LEIGHANN.SAUNDERS@DFO-MPO.GC.CA

COMMANDE D'ACHAT

Cette commande d'achat est faite en date d'octroi de contrat ci-dessous entre Sa Majesté la Reine du chef du Canada (ci-après appelée "Sa Majesté") représenté par le Ministre des Pêches et Océans Canada (ci-après appelé "Pêches et Océans Canada") et le Fournisseur (tel qu'indiqué dans les présentes).

IMPORTANT The Contract No. must appear on invoices, B/L, packing slips, correspondence and outside containers. Le No. de contrat doit être indiqué sur les factures, les connaissements, les notes d'emballage, la correspondance et à l'extérieur des conteneurs.	
Contract No./No. du contrat.	F6140-181065
Amend. Na/No. de modif	0

Contract Award Date/ Date d'octroi de contrat	16-NOV-2018
Address Enquiries to - Adresser toute demande à DOYLE, JOHN A Tel: 709 772-5056 E-mail: JOHN.DOYLE@DFO-MPO.GC.CA	

SHIP TO/ EXPÉDIER À: F6140	BILL TO/ FACTURER À: DFO.invoicing-facturation.MPO@canada.ca
SMALL CRAFT HARBOURS EASTERN-NL NORTHWEST ATLANTIC FISHERIES CENTRE PO BOX 5667 ST.JOHN'S,NL A1C 5X1 Canada	DFO-ACCOUNTS PAYABLE/MPO-COMPTES PAYABLE PO BOX 1901, STN A / CP 1901, STN A FREDERICTON,NB E3B 5G4 Canada Attn: SAUNDERS,LEIGHANN

Departmental Financial Codes - Codes financiers ministériel 18230-618-120-0630-10477-6		Freight Terms - Conditions pour les frais de transport	
		Contract End Date - Date de fin du contrat	
FOB – FAR	PST No. - N° de TVP Exemption	HST/GST - TPS / TVH EXTRA	Estimated Total Cost - Prix total prévu 77,100.00 CAD (Tax excluded)/(Taxe exclue)

Continued/ suite...

Canada



Fisheries and Oceans
Canada

Pêches et Océans
Canada

Page

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PURCHASE ORDER
(Continuation sheet)

COMMANDE D'ACHAT
(suite)

P.O. No. - N° de commande
F6140-181065
Amend. No. - N° de modif.
0

The Vendor agrees to provide to Fisheries and Oceans Canada the goods or services identified at the specified prices and in accordance with all terms and conditions of this Purchase order.

Le Fournisseur accepte de fournir Pêches et Océans Canada les biens ou services identifiés dans les présentes en conformité avec les prix spécifiés et avec les modalités de cette commande d'achat.

Continued/ suite...

Item no. No Article	Description Description	Delivery Date Date de livraison	Quantity Quantité	U of 1 U de D	Unit Price Prix unitaire	Extended Cost Prix total prévu
1	722353003 - Construction Inspection Services - Spentard's Bay	25-APR-19	77100	EA /CH-EACH/C HACUN	1.00	77,100.00

Canada



Fisheries and Oceans
Canada

Pêches et Océans
Canada

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PURCHASE ORDER
(Continuation sheet)

COMMANDE D'ACHAT
(suite)

P.O. No. - N° de commande	F6140-181065
Amend. No. - N° de modif.	0

The following documents form part of this Purchase Order. The supplier recognizes and agrees to all terms and conditions set out in this request, including:

Les documents ci-joints font partie intégrale de cette commande d'achat. Le Fournisseur convient et accepte tous les termes et conditions tels que décrits dans cette demande, incluant:

Continued/ suite...

General Conditions (Professional Services)

FOR THE SUPPLIER - POUR LE FOURNISSEUR		
Signature	Witness - Témoin	Date
		Nov 19/18
Print or type - Imprimer ou dactylographier	Position title - Titre du poste	
Neil Heat	president	
Signature	Witness - Témoin	Date
Print or type - Imprimer ou dactylographier	Position title - Titre du poste	
APPROVED FOR THE MINISTER - APPROUVÉ POUR LE MINISTRE		
Signature	Position title - Titre du poste	Date
	Regional Engineer Small Craft Harbours Newfoundland and Labrador Region	Nov 19/18
Print or type - Imprimer ou dactylographier		
Paul Curran		

Canada



PURCHASE ORDER

This Purchase Order is made as of the contract award date below between Her Majesty the Queen in Right of Canada (hereinafter referred to as "Her Majesty") represented by the Minister of Fisheries and Oceans (hereinafter referred to as "Fisheries and Oceans Canada") and the supplier (as named herein).

SUPPLIER – FOURNISSEUR

AFN ENGINEERING
29 BRAD GUSHUE CRES
ST. JOHN'S, NL A1H 0A3
Canada

ISSUED BY - PRÉPARÉ PAR

SCH ENGINEERING & IFHP
JOHN CABOT BLDG., 10 BARTER'S HILL
PO BOX 5667
ST JOHN'S, NL A1C 5X1

Tel: 709 772-7026
E-mail: LEIGHANN.SAUNDERS@DFO-MPO.GC.CA

COMMANDE D'ACHAT

Cette commande d'achat est faite en date d'octroi de contrat ci-dessous entre Sa Majesté la Reine du chef du Canada (ci-après appelée "Sa Majesté") représenté par le Ministre des Pêches et Océans Canada (ci-après appelé "Pêches et Océans Canada") et le Fournisseur (tel qu'indiqué dans les présentes).

IMPORTANT

The Contract No. must appear on invoices, B/L, packing lists, correspondence and outside containers.
Le No. de contrat doit être indiqué sur les factures, les connaissements, les listes d'emballage, la correspondance et à l'extérieur des contenants.

Contract No./ No. de contrat. **F6140-181065**

Amend. No./No. de modif **0**

Contract Award Date/
Date d'octroi de contrat **16-NOV-2018**

Address Enquiries to - Adresser toute demande à
DOYLE, JOHN A

Tel: 709 772-5056
E-mail: JOHN.DOYLE@DFO-MPO.GC.CA

SHIP TO/
EXPÉDIER À: **F6140**

BILL TO/
FACTURER À: **DFO.invoicing-facturation.MPO@canada.ca**

**SMALL CRAFT HARBOURS EASTERN-NL
NORTHWEST ATLANTIC FISHERIES CENTRE
PO BOX 5667
ST.JOHN'S,NL A1C 5X1
Canada**

**DFO-ACCOUNTS PAYABLE/MPO-COMPTES PAYABLE
PO BOX 1901, STN A / CP 1901, STN A
FREDERICTON,NB E3B 5G4
Canada**

Attn: SAUNDERS,LEIGHANN

Departmental Financial Codes - Codes financiers ministériel
18230-618-120-0630-10477-6

Freight Terms - Conditions pour les frais de transport

Contract End Date - Date de fin du contrat

FOB – FAR

PST No. - N° de TVP Exemption

HST/GST - TPS /
TVH

EXTRA

Estimated Total Cost - Prix total prévu

77,100.00 CAD
(Tax excluded) (Taxe exclue)

Continued/ suite...

Canada



Fisheries and Oceans
Canada

Pêches et Océans
Canada

Page

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PURCHASE ORDER
(Continuation sheet)

COMMANDE D'ACHAT
(suite)

P.O. No. - N° de commande

F6140-181065

Amend. No. - N° de modif.

0

The Vendor agrees to provide to Fisheries and Oceans Canada the goods or services identified at the specified prices and in accordance with all terms and conditions of this Purchase order.

Le Fournisseur accepte de fournir Pêches et Océans Canada les biens ou services identifiés dans les présentes en conformité avec les prix spécifiés et avec les modalités de cette commande d'achat.

Continued/ suite...

Item no. No Article	Description Description	Delivery Date Date de livraison	Quantity Quantité	U of I U de D	Unit Price Prix unitaire	Extended Cost Prix total prévu
1	722355003 - Construction Inspection Services - Spaniard's Bay	25-APR-19	77100	EA /CH-EACH/C HACUN	1.00	77,100.00

Canada



PURCHASE ORDER
(Continuation sheet)

COMMANDE D'ACHAT
(suite)

P.O. No. - N° de commande

F6140-181065

Amend. No. - N° de modif.

0

The following documents form part of this Purchase Order. The supplier recognizes and agrees to all terms and conditions set out in this request, including:

Les documents ci-joints font partie intégrale de cette commande d'achat. Le Fournisseur convient et accepte tous les termes et conditions tels que décrits dans cette demande, incluant:


Continued/ suite...

General Conditions (Professional Services)

FOR THE SUPPLIER - POUR LE FOURNISSEUR

Signature	Witness - Témoin	Date
Print or type - Imprimer ou dactylographier	Position title - Titre du poste	
Signature	Witness - Témoin	Date
Print or type - Imprimer ou dactylographier	Position title - Titre du poste	

APPROVED FOR THE MINISTER - APPROUVÉ POUR LE MINISTRE

Signature	Position title - Titre du poste	Date
	Regional Engineer Small Craft Harbours Newfoundland and Labrador Region	Nov 19/18
Print or type - Imprimer ou dactylographier		
Paul Curran		

Statement of Work

Project Title: Construction Inspection Services (2018-2019) –Small Boat Basin Development, Spaniard's Bay, NL

Contract Number: F6140-181065, IPI #722355-003

Consultant: AFN Engineering Inc.
29 Brad Gushue Cres.
St. John's, NL
A1H 0A3

Completion Date: Apr. 25, 2019

Location of Work: Spaniard's Bay/Home Office

Background Statement: DFO (SCH) requires the provision of Construction Inspection Services for the Small Boat Basin Development, Spaniard's Bay, NL.

Scope of Work: See attached Request for Construction Inspection Services.

All equipment necessary to perform the work will be the responsibility of the contractor.

Conditions of Work: Consultant must provide:

- a. A Corporate Health and Safety Plan that outlines:
 - i. Corporate Policies and Procedures,
 - ii. Site Specific Safety Plan
- b. Proof of Third Party Liability Insurance; and

Deliverables: The project deliverable will be the completion of the above work identified in Request of Engineering Services.

Method of Payment: The Consultant will be paid upon submission of proper invoicing to Small Craft Harbours.

Pricing: The total cost for this contract is: **\$77,100.00 (+ hst)** see attached proposal.

Payment Terms: Net 30 days
All applicable taxes (HST) to be listed and added separately

DFO (SCH) Project Manager: John Doyle/ Paul Curran

Request for Engineering Services

Consultant to provide pricing to complete the scope of work in accordance with industry accepted standards and practices.

Scope of Work

See the attached proposal from AFN Engineering Inc. Small Craft Harbors' is looking for the engineering consultant to provide construction inspection services to assist SCH with contract administration associated with the Small Boat Basin Development in Spaniard's Bay, Newfoundland & Labrador.

The detailed scope of work is as per the attached request for Construction Inspection Services under the Scope of Services heading.

SCH will be managing the engineering consultant company.

All work to be in metric units.

Deliverables: Bi-weekly reports.

Consultant to provide a copy of safety plan.

The Work Scope is to be completed and accepted by Small Craft Harbours and covers the period from Dec 01, 2018 to Apr. 25, 2019.



Construction Inspection Services For Fisheries and Oceans Canada Small Craft Harbours

Small Craft Harbours seeks qualified firms to provide Construction Inspection Services for the construction phase of marine works in Newfoundland for 2018-2019.

Scope of Services:

Provide field inspection services to ensure compliance with plans and specifications. Small Craft Harbours' Designated Representative (DR) will be responsible for management of the project.

Detailed responsibilities include:

- Monitor the work and advise the Contractor of any non-compliance and report back to DR with any issue.
- Prepare daily site reports and photographs detailing equipment and personnel on site each day and summarizing daily work activities. Inspectors are required to be supplied with a digital camera that can produce clear photographs to be used in SCH reports. All photographs to be labeled with the date the photograph was taken and a description.
- Track contracting quantities. Measure and document all construction completed daily with estimated quantities demolished, constructed, installed, etc. Submit quantities for Progress Claims to the office on the 29th of each month signed by both the contractor and inspector.
- Make site observations and check the work to determine whether the work, materials and equipment conform to the contract documents and supplementary conditions. The inspector shall advise the Contractor of any deficiencies or unapproved deviations via memorandum and report to the DR any of these on which the Contractor is tardy or refuses to correct.
- Report to DR if materials and equipment are being incorporated into the project prior to approval of relative shop drawings or samples.
- Assist in the preparation of all deficiency reports, interim, preliminary and final, in collaboration with the DR.
- Communicate with the DR, either by phone or email, on a regular basis to provide construction status updates.
- Coordinate special testing and inspection work as required.



- Verify contractor's as-built drawings.
- Attend meetings as required.
- Other tasks as requested by the DR.

Selection Process:

An evaluation panel composed of SCH staff will review and score the Proposals based on the following selection criteria:

Selection Criteria:

- Qualifications and experience of proposed inspectors including documented experience with performing construction inspection of marine works such as wharves and breakwaters.
- Ability to commit staff for the duration of each project with no change-out without approval of the DR.
- Proposed hourly rates for those providing inspection services and other charges. Consultant to provide pricing to complete the scope of work in accordance with industry accepted standards and practices. Rate is inclusive of all expenses, including any administrative costs. Rate excludes Inspector's room and board and small office, both of which are provided by the Contractor per project specification.

Submittals:

Proposals must address the aforementioned selection criteria and include:

- Inspector's resume identifying experience, qualifications and expertise. Resume should include at least three projects demonstrating specific inspector experience. List projects with brief description, construction cost, and completion dates. Provide a reference for each project.
- Proposed personnel shall be able to perform all services listed in the Scope of Services.
- An interview may be requested before and/or after the submittal deadline date.

Proposal Submittal Deadline:

Complete the Construction Inspection Services Table, attach the requested documentation and return before the deadline of **2 p.m. on November 13, 2018.**

By email to:

Project Manager: John Doyle, Sr. Project Engineer
Fisheries and Oceans Canada
(709) 772-5056

Email address: john.doyle@dfo-mpo.gc.ca

Construction Inspection Services

Item	Description	Anticipated Start Date	Anticipated Duration (weeks)	Keep Fixed @ 50 hours/week	Proposed Hourly Rate	Calculated Subtotal	Fixed Allowance for Designer (RFI's, submittals, Rock Testing & Coordination)		Inspector's Name
							Calculated	Total	
1	Small Boat Basin Development - Stanfield's Bay	November 19, 2018					\$72,100.00		

Notes: 1. Projects, Anticipated Start Dates and Anticipated Durations are subject to change.

2. Consultant to be paid for actual hours.

3. Contractor to provide inspector's room and board and onsite office per project specification. Therefore, these costs should not be included by consultant.

4. Fixed Allowance for Designer to include: Requests for Information (RFI), Review submittals (shop drawings), Hire and coordination of materials testing lab, i.e: rock, etc.



Fisheries
and Oceans

Pêches
et Océans

s.20(1)(b)

s.20(1)(c)

Wharf Reconstruction - Construction Inspection Services

Item	Selection Criteria	AFN
1	Meets Aboriginal Criteria (Y/N) (if applicable)	N/A
2	Firm Experience & Qualifications	5
3	Inspector Qualifications & Experience	5
4	Ability to Commit Inspector for Duration	5
	Subtotal	15
	Hourly Rate	\$58.00
	TOTAL	103%

Total Bid Proposal Cost

\$77,100

Review Committee:

John Doyle

Signature:

Dion Upward

Signature:

Notes:

1. Ranking: 5 is the highest, 1 is the lowest.

2. The total percentage score increases as Items 2 through 4 are rated higher and the hourly rate decreases.

3. Inability to meet the aboriginal criteria results in immediate disqualification, if applicable.

Doyle, John A

From: Neil Hunt <nhunt@afnengineering.ca> **s.16(2)**
Sent: November-06-18 5:42 PM
To: Doyle, John A
Subject: RE: Construction Inspection Services - Spaniard's Bay - Small Boat Basin Development # 722355
Attachments: proposal.pdf

See attached for review.

From: Doyle, John A [<mailto:John.Doyle@dfo-mpo.gc.ca>]
Sent: Tuesday, November 6, 2018 11:23 AM
To: Neil Hunt <nhunt@afnengineering.ca>
Subject: Construction Inspection Services - Spaniard's Bay - Small Boat Basin Development #722355

Neil,

SCH is looking for a site inspector for the following project: Small Boat Basin Development – Spaniard's Bay, NL. The tender for this project closed on November 01/18 and is currently in the process of being awarded.

Please see the attached RFP and Construction Inspection Services Table.

Proposal Submittal Deadline is 2 pm on November 13, 2018.

Thanks,
John

John Doyle, P. Eng.
Senior Project Engineer
Small Craft Harbours
St. John's, NL A1C 5X1
Tel: (709) 772-5056
Fax: (709) 772-4610
Cell: [REDACTED]
Email : john.doyle@dfo-mpo.gc.ca

1.0 INTRODUCTION

This proposal is submitted by AFN Engineering Inc. (AFN) in response to a request for resident inspection services at a harbour development site in Spaniard's Bay, NL. AFN Engineering Inc., is the design engineer of record for this project.

AFN Engineering Inc. (AFN) is a marine/civil engineering firm licensed by PEG-NL to practice engineering in the Province of Newfoundland and Labrador (2017 permit number F0292). The resources of AFN have internal expertise in civil design, structural design, site development, scheduling, time and cost control, project management and contract administration. The firms assignments encompass many aspects of the rehabilitation and new construction of built works marine infrastructure including pre-design services, schematic design, design development, preparation of construction documents, tender call, bid evaluation, construction contract award, construction & contract administration & post construction warranty review, resident & construction supervision and risk management. AFN has worked closely with DFO and DFO over the past fifteen (15) years having managed marine infrastructure projects on behalf of DFO and DFO with a combined construction value in excess of \$150,000,000.

2.0 DEMONSTRATED UNDERSTANDING OF THE SCOPE OF SERVICES

2.1 Resident Inspection Services

AFN understands the intent of the project is to provide resident inspection services for a harbour development project in Spaniard's Bay, NL. The purpose of the inspector is to:

- inspect, coordinate and monitor all aspects of the work during key periods of the construction of the facility, and liaise with the contractor, DFO and other agencies as appropriate to the work;
- provide resident inspection during key periods of construction work and maintaining records of all construction work placed on behalf of DFO;
- ensure that a sufficient level of communication is maintained with DFO, and the Consultant/Contractor/other organizations where applicable (as determined by DFO).

The inspector will maintain daily records while on site, of all construction work placed (and report directly to DFO). In general, the resident inspector will inspect all phases of the work in progress, for the purpose of documenting discrepancies between the work, the contract documents and accepted construction procedures. This would include inspections related to rock mattress placement (if applicable), treated timber cribwork, structural timber (wheelguard, wheelguard blocking, coping, fenders and ladders), concrete deck, mooring cleats, armour stone, etc. The resident inspector will keep a daily log of such inspections and issue daily/weekly written reports to DFO. While changes in the work can be anticipated for this work, it is understood that the resident inspector shall not authorize or order any change in the work which will constitute a change in design or in the value of the contract, except as delegated by DFO.

2.2 Communication Protocols for the Resident Inspector

The resident inspector will:

- Convey DFO's instructions regarding the required standards of workmanship to the Contractor(s).
- Check specifications, confer and obtain guidance on these findings with DFO.
- Contact DFO immediately when it is apparent that information or action is required of DFO.
- Accompany DFO representatives on inspections and provide reports of the inspections as required by DFO.

- Consider and evaluate any suggestions or modifications to the documents advanced by the Contractor and immediately report these to DFO with comments.
- Ensure that DFO are notified promptly when key pieces and/or components of materials and equipment are delivered, so that these parties can arrange for the appropriate personnel to have an opportunity to inspect same prior to installation.

2.3 Inspector Deliverables

The resident inspector will keep a daily log while on site. The daily log will record the following:

- weather conditions, particularly unusual weather relative to construction activities;
- major material and equipment deliveries;
- daily activities and major work done;
- number of workers on site (full day or part day) and trade represented;
- start, stop or completion of activities;
- presence of inspection and testing firms, tests taken, results, etc.;
- unusual site conditions experienced;
- significant developments, remarks, etc. and special visitors on site;
- authorities given Contractor to undertake certain or hazardous works;
- environmental, safety or other notable incidents;
- reports, instructions from appropriate Authorities Response Actions.

It is understood that based on site/project specific conditions, the items recorded in the daily log may expand or be reduced. The log is the personal property of the inspector and copies of the log book (certified as copies), will be provided at the end of the project to DFO. In addition, Weekly Records will be maintained by the resident inspector, and include: progress relative to schedule; major activities commencing or completed during the week; main activities now in progress; major deliveries of materials and/or equipment; difficulties which may cause delays in completion; materials and labour needed immediately; cost estimates of work completed and materials delivered (cost plus contracts); outstanding information or action required; work force, weather and other applicable remarks; accidents on site or safety hazards caused by the work, the Contractor or his agents.

The inspector will physically mobilize to site at the onset of work and perform the work to the date of Certificate of Substantial Performance. The resident inspector will be provided with a digital camera; personal protective equipment; office supplies required to perform services; cell phone or other acceptable means of communication; and a laptop computer.

3.0 **INSPECTOR WORKING DOCUMENTS**

All inspectors employed by AFN follow the guidelines commonly used by DFO for resident inspection services. The project in Spaniard's Bay will be no different, with the following being adhered to:

On-site Requirements

- Review the contract documents to ensure full knowledge of and familiarity with the required work. This includes Plans, Specifications, Addenda, Change Orders, General Conditions, etc.
- Measure and document all completed construction daily with estimated quantities demolished, constructed, installed, etc.
- Measure and document all changes

- Document all on-site issues
- Set up separate folders for all on-site documentation.
 - Maintain a detailed Daily Diary. Include sketches as required.
 - Maintain a detailed Phone Diary.
 - A Critical Path Schedule to indicate exactly what work is required to be completed prior to proceeding to other work. Maintain this schedule as changes are made.
 - Maintain the Contractor's Bar Chart Schedule. Indicate the actual progress on the schedule as work is carried out.
 - Prepare Daily Reports. Include sketches as required.
 - Prepare Weekly Reports.
 - Prepare Monthly Reports.
 - Document all Health and Safety issues.
 - Notify the Project Officer immediately of an incident or accident. Notify the Project Manager, if the Project Officer is not available
 - Prepare reports as required.
 - Submit reports to office.
 - Directions to Site Inspector from office.
 - Directions given to Contractor.
 - Sketches and drawings for clarifications.
 - Revised drawings.
 - All original cross-sections and profiles of dredging, backfill, rock fill, armour stone, rip-rap, etc. if required. Maintain cross-sections and profiles with current information.
 - Shop drawings.
 - All daily, weekly and monthly documentation to the office.
 - Photos submitted to office for clarification.
 - Copies of Pre-Construction Meeting Minutes and all Project Progress Meeting Minutes.
 - On-site issues.
 - Contemplated Change Notices.
 - Change Orders.
- Take regular photographs and label as required.

Daily Contact with DFO Office (Where requested by the DFO Project Manager)

Phone call, either to the office phone or the cell phone, with brief report of construction status towards the end of day. Leave a message if the Project Officer is not available.

- Contact the Project Officer immediately as required in the event of issues that need to be addressed immediately.

Weekly Submission to DFO Office (Where requested by the DFO Project Manager)

- Submit Daily Inspector's Reports to office each Monday morning.
- Submit Weekly Inspector's Reports, with a copy of the current Contractor's Bar Chart Schedule, to office each Monday morning.
- The submissions each Monday can be done by either:
 - Scan and email
 - Fax
 - Copy and regular mail
- Submit construction photographs to office each Monday morning by email.
- All photographs to be labeled with the following

- Location
- Project name
- Project number
- Description of each photograph
- Date photograph was taken
- Take at least two overview photographs of the site at the end of each week for submission on Monday morning.
- Submit quantities placed to date to office each Monday morning, completed on Unit Table.

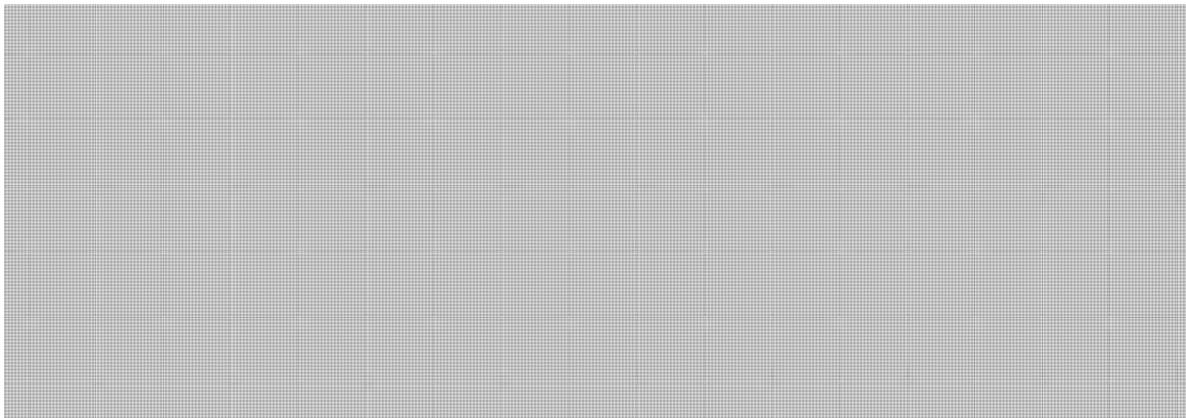
Submission to DFO Office – Every month (Where requested by the DFO Project Manager)

- Submit quantities for Progress Claims to office on the 28th of each month.
- Submit Monthly Inspector's Reports to office at the first day of each month.

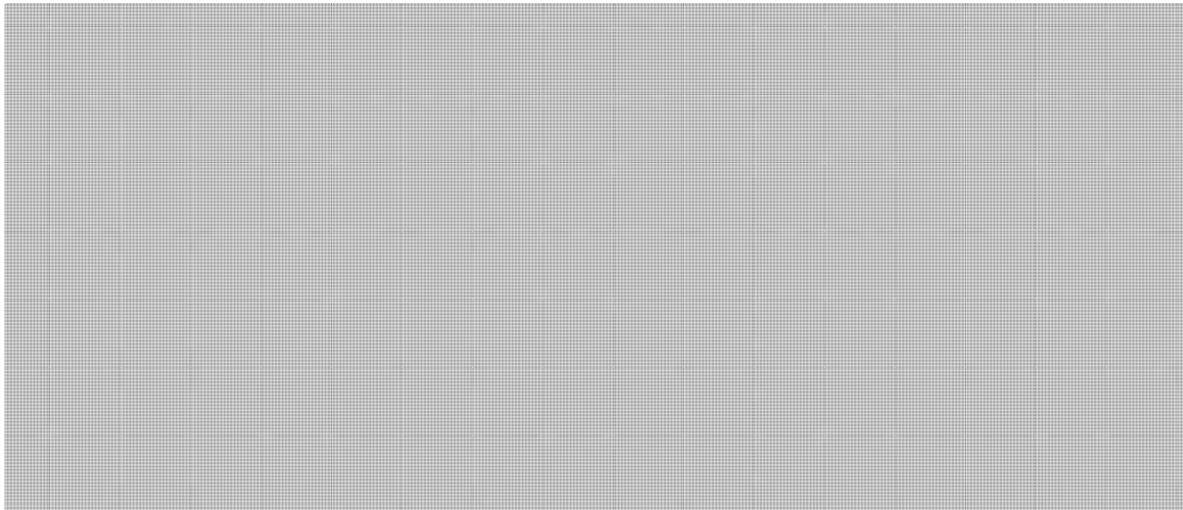
General

- Forecast the requirements for the following to ensure we have the appropriate submissions, personnel, technical assistance on site to meet avoid construction delays. Advise the Project Officer if and as required.
 - Shop Drawings Submissions
 - Concrete Testing
 - Materials Testing
 - Diving Inspections
 - Cribseat Inspections
- Accurately document all downtime and delays. Record the following:
 - Start and end of downtime or delay.
 - Specific cause of downtime or delay.
 - Action taken by Contractor to mitigate downtime or delay if caused by Contractor.
 - Action taken by other parties to mitigate downtime or delay if caused by others.
- Submit quantities for Interim Certificate of Completion to office when required.
- Submit documentation for Interim Certificate of Completion to office when required.
- Ensure As-Built Drawings are prepared, checked and signed-off by both the Contractor's Superintendent and the DFO On-Site Inspector prior to submission by the Contractor.

4.0 RESUME OF PROPOSED INSPECTOR







5.0 CLOSING

AFN is confident that we have an understanding of DFO's needs and expectations for service required under this request and has committed to meeting these needs throughout the project duration.



Government of Canada
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Contract Number / Numéro du contrat

F6140 - 181065

Security Classification / Classification de sécurité

SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE			
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction	
Fisheries and Oceans		Small Craft Harbours	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
N/A		AFN Engineering Inc. 29 Brad Gushue Cres. St. John's, NL	
4. Brief Description of Work / Brève description du travail			
Construction Inspection Services for the Small Boat Basin Development, Spaniards Bay, NL			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>			
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à: <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>			
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>			
		PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
		PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
		PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
		CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
		SECRET SECRET <input type="checkbox"/>	
		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada



PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :
9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes
Non Oui
Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET - SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☐ No ☒ Yes
Non Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? ☒ No ☐ Yes
Non Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui
11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No ☐ Yes
Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☒ No ☐ Yes
Non Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes
Non Oui



PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIAL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL		COSMIC COSMIC TRÈS SECRET	A	B	C	CONFIDENTIEL		TRÈS SECRET
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

F8140 - 181065

Security Classification / Classification de sécurité

Construction Inspection Services at Spaniard's Bay Small Boat Basin

PART 13 AUTHORIZATION / PARTIE 13 AUTORISATION

13. Organization Project Authority / Charge de projet de l'organisme

Name (print) - Nom (en lettres moulées)

John Doyle

Title - Titre

Project Engineer

Signature

Telephone No. - N° de téléphone
709 772-5058

Facsimile No. - N° de télécopieur
709 772-4610

E-mail address - Adresse courriel
john.doyle@dfo-mpo.gc.ca

Date
Nov 15, 2018

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)

Scott Noseworthy

Title - Titre

Regional Security Officer

Signature

Telephone No. - N° de téléphone
709-772-7796

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel
scott.noseworthy@dfo-mpo.gc.ca

Date
Nov 16, 2018

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?

Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☐ No
Non

☐ Yes
Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

See attached Annex A

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada

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page 92



REQUEST FOR SERVICE CONTRACT CHECKLIST - RCM / PROJECT AUTHORITY

Contract Number: F6140-181065

Type of Contract: ☒ Service ☐ Construction

NOTE: This checklist is not required for Call-Up's Against Standing Offer Agreements, Grants & Contribution Agreements nor Service Contracts less than \$1,000.00 (tax excluded).

SPECIAL RESTRICTIONS:

Special restrictions have been placed on the purchase, rental, or lease of some types of goods and services. The following table provides a list of some of the restricted items that you must be aware of:

- Public Opinion Research (PWGSC);
- Legal Services (Dept. of Justice);
- Temporary Help Services (S.O. - max. of 20 weeks with RCM's signature, Senior Mgt signature required for amendments over this time);
- Procurement of Firearms;
- Research and Development (PWGSC);
- Printing - goods contracts;
- Contracting with Former Public Servants (Regional Material Management);
- Expert Witness (Regional Material Management).

(More information can be found at the following F&A 101 website:
<http://w02.mra01.nrc.dfo-mpo.gc.ca/ENGLISH/Corpacc/F&A101/procure/restrict/restrict.htm>).

CAUTIONS:

The Department has put cautions/special policies in place. The following list is a sample of a few. Please consult with your regional contracting office if you are entering into a contract for these services -

- Aircraft charters;
- Vessel charters;
- Diving - Departmental Diving Safety Procedures;
- Employee/Employer relationship;
- Long term leasing of capital assets, office/warehouse space and real property.

	Yes	No	N/A	Comments
01. Is this within the Department's mandate & Program objectives?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
02. Complete Statement of Work with clearly identified stages of work to be carried out:				
Title	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Start & Completion dates (incl. Multi-Year contract)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Background Statement	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Clear description (objectives to be attained)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Description of scope of work + existing resource material	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Phases of work	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Details of any constraints imposed (i.e. policies, standards)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Departmental support required (i.e. use of assets or work on site)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Specific details re responsibilities of the client & contractor	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Requirements for progress meetings	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Deliverables to be provided (e.g. progress report, milestone, etc.)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Estimate of anticipated level of effort required	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Time schedule for completion of each stage of the work	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Location of work (on or off site)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Recommended sources (vendor)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
03. Is it a Non-competitive/Sole-source contract?	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
If so, clear justification note must be documented in file consistent with TB policy	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
04. Has the obligation been entered into Abacus?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	to be completed
05. Have Official Languages issues been considered in accordance with Part IV of the Official Languages Act?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
06. If security issues are applicable:				
Has a SRCU been completed?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Copy of security clearance or e-mail from DFO security verifying approved clearance is required on file, http://www.tbs-sct.gc.ca/tbsf/sct/dwnld/350-103.pdf	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	

	Yes	No	N/A	Comments
07. Have Risk Management issues being addressed by Project Authority? Does the Company/Individual have:				
Workmen's compensation	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	to be provided
Insurance requirements	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	to be provided
Bonds/Security deposit required.....	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Accident Disability Insurance.....	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Environmental Assessment, if required, on file	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
OSH (i.e. safety briefings, copy of contractor's certifications)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Qualifications (i.e. copy of résumé, confirmation of educational/professional requirements, etc.)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
08. Competitive Contract - list of potential suppliers, copies of proposals, quotes.	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Competitive
09. Copy of Signed Contract?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	to be provided
10. Supporting Documentations and Location:				
Copies of Progress Reports in file #.....	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Copy of Final Report in file #.....	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Vendor Performance & Evaluation Report on file or sent to Contracting if awarded by Contracting.....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
11. AMENDMENT TO CONTRACT: (ie. increase in level of effort, scope of work increase/decrease, increase/decrease in required resources)				
Clear rationale is documented on file.....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Obligation in Abacus	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Amendment to contractor for signature	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Signed copy on file.....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Project Authority's Signature: <u>John A. Boyle</u>	Date: <u>Nov 15, 2018</u>
RCM Signature: <u>Paul Curran</u>	Date: <u>Nov 16/18</u>

*** REMINDER note for Sole-Source Justification**

Please note that the following are the exceptions for sole source as per TS policy:

- the need is one of pressing emergency in which delay would be injurious to the public interest;
- the estimated expenditure does not exceed:
 - \$25,000; or
 - \$100,000, where the contract is for acquisition of architectural, engineering and other services required in respect of the planning, design, preparation or supervision of the construction, repair, renovation or restoration of a work;
- the nature of the work is such that it would not be in the public interest to solicit bids (i.e. national security); or
- only one person or firm is capable of performing the contract (i.e. patent or copyright).

**Pages 232 to / à 245
are duplicates of
sont des duplicatas des
pages 20 to / à 33**



Fisheries and Oceans
Canada

Pêches et Océans
Canada

PURCHASE ORDER

This Purchase Order is made as of the contract award date below between Her Majesty the Queen in Right of Canada (hereinafter referred to as "Her Majesty") represented by the Minister of Fisheries and Oceans (hereinafter referred to as "Fisheries and Oceans Canada") and the supplier (as named herein).

SUPPLIER - FOURNISSEUR

AFN ENGINEERING
29 BRAD GUSHUE CRES
ST. JOHN'S, NL A1H 0A3
Canada

ISSUED BY - PRÉPARÉ PAR

SCH ENGINEERING & IFHP
JOHN CABOT BLDG., 10 BARTER'S HILL
PO BOX 5667
ST JOHN'S, NL A1C 5X1

Tel: 709 772-7026

E-mail: LEIGHANN.SAUNDERS@DFO-MPO.GC.CA

COMMANDE D'ACHAT

Cette commande d'achat est faite en date d'octroi de contrat ci-dessous entre Sa Majesté la Reine du chef du Canada (ci-après appelée "Sa Majesté") représenté par le Ministre des Pêches et Océans Canada (ci-après appelé "Pêches et Océans Canada") et le Fournisseur (tel qu'indiqué dans les présentes).

IMPORTANT

The Contract No. must appear on invoices, B/L, packing lists, correspondence and outside containers.
Le No. de contrat doit être indiqué sur les factures, les connaissements, les listes d'emballage, la correspondance et à l'extérieur des conteneurs.

Contract No./No. de contrat.

F6140-180041

Amend. No./No. de modif

0

Contract Award Date/

Date d'octroi de contrat

20-NOV-2018

Address Enquiries to - Adresser toute demande à

ROSE, SAMUEL GLEN

Tel:

E-mail:

SHIP TO/
EXPÉDIER À: F6140

BILL TO/
FACTURER À: DFO.invoicing-facturation.MPO@canada.ca

SMALL CRAFT HARBOURS EASTERN-NL
NORTHWEST ATLANTIC FISHERIES CENTRE
PO BOX 5667
ST.JOHN'S,NL A1C 5X1
Canada

DFO-ACCOUNTS PAYABLE/MPO-COMPTES PAYABLE
PO BOX 1901, STN A / CP 1901, STN A
FREDERICTON,NB E3B 5G4
Canada

Attn: SAUNDERS,LEIGHANN

Departmental Financial Codes - Codes financiers ministériel

18410-610-284-0810-10372-6

Freight Terms - Conditions pour les frais de transport

Contract End Date - Date de fin du contrat

FOB - FAR

PST No. - N° de TVP Exemption

HST/GST - TPS /

TVH

Estimated Total Cost - Prix total prévu

17,100.00 CAD

(Tax excluded)(Taxes exclues)

EXTRA

Continued/ suite...

Canada



PURCHASE ORDER
(Continuation sheet)

COMMANDE D'ACHAT
(suite)

P.O. No. - N° de commande
F6140-180041
Amend. No. - N° de modif.
0

The Vendor agrees to provide to Fisheries and Oceans Canada the goods or services identified at the specified prices and in accordance with all terms and conditions of this Purchase order.

Le Fournisseur accepte de fournir Pêches et Océans Canada les biens ou services identifiés dans les présentes en conformité avec les prix spécifiés et avec les modalités de cette commande d'achat.

Continued/ suite..

Item no. No Article	Description	Delivery Date Date de livraison	Quantity Quantité	U of I U de D	Unit Price Prix unitaire	Extended Cost Prix total prévu
1	722613003 - Inspection Services for Shoreline Protection - Parsons Pond (As per Attached Statement of Work)	26-NOV-18	17100	EA /CH-EACH/C HACUN	1.00	17,100.00



Fisheries and Oceans
Canada

Pêches et Océans
Canada

Page

3

of/de

3

PURCHASE ORDER
(Continuation sheet)

COMMANDE D'ACHAT
(suite)

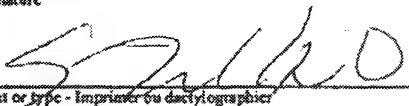


P.O. No. - N° de commande	F6140-180041
Amend. No. - N° de modif.	0

The following documents form part of this Purchase Order. The supplier recognizes and agrees to all terms and conditions set out in this request, including:

Les documents ci-joints font partie intégrale de cette commande d'achat. Le Fournisseur convient et accepte tous les termes et conditions tels que décrits dans cette demande, incluant:

Continued/ suite...

General Conditions (Professional Services)

FOR THE SUPPLIER - POUR LE FOURNISSEUR		
Signature 	Witness - Témoin 	Date Nov. 20/18
Print or type - Imprimer ou dactylographier No. 1 Hunt	Position title - Titre du poste President	
Signature	Witness - Témoin	Date
Print or type - Imprimer ou dactylographier	Position title - Titre du poste	
APPROVED FOR THE MINISTER - APPROUVÉ POUR LE MINISTRE		
Signature 	Position title - Titre du poste Regional Engineer Small Craft Harbours Newfoundland and Labrador Region	Date Nov 20/18
Print or type - Imprimer ou dactylographier Paul Curran		

Canada



Fisheries and Oceans
Canada

Pêches et Océans
Canada

PURCHASE ORDER

This Purchase Order is made as of the contract award date below between Her Majesty the Queen in Right of Canada (hereinafter referred to as "Her Majesty") represented by the Minister of Fisheries and Oceans (hereinafter referred to as "Fisheries and Oceans Canada") and the supplier (as named herein).

SUPPLIER – FOURNISSEUR
AFN ENGINEERING 29 BRAD GUSHUE CRES ST. JOHN'S, NL A1H 0A3 Canada

ISSUED BY - PRÉPARÉ PAR
SCH ENGINEERING & IFHP JOHN CABOT BLDG., 10 BARTER'S HILL PO BOX 5667 ST JOHN'S, NL A1C 5X1 Tel: 709 772-7026 E-mail: LEIGHANN.SAUNDERS@DFO-MPO.GC.CA

COMMANDE D'ACHAT

Cette commande d'achat est faite en date d'octroi de contrat ci-dessous entre Sa Majesté la Reine du chef du Canada (ci-après appelée "Sa Majesté") représenté par le Ministre des Pêches et Océans Canada (ci-après appelé "Pêches et Océans Canada") et le Fournisseur (tel qu'indiqué dans les présentes).

IMPORTANT The Contract No. must appear on invoices, B/L, packing lists, correspondence and outside containers. Le No. de contrat doit être indiqué sur les factures, les connaissements, les listes d'emballage, la correspondance et à l'extérieur des contenants.	
Contract No./ No. de contrat.	F6140-180041
Amend. No/No. de modif	0

Contract Award Date/ Date d'octroi de contrat	20-NOV-2018
Address Enquiries to - Adresser toute demande à ROSE, SAMUEL GLEN Tel: E-mail:	

SHIP TO/ EXPÉDIER À: F6140	BILL TO/ FACTURER À: DFO.invoicing-facturation.MPO@canada.ca
SMALL CRAFT HARBOURS EASTERN-NL NORTHWEST ATLANTIC FISHERIES CENTRE PO BOX 5667 ST.JOHN'S,NL A1C 5X1 Canada	DFO-ACCOUNTS PAYABLE/MPO-COMPTES PAYABLE PO BOX 1901, STN A / CP 1901, STN A FREDERICTON,NB E3B 5G4 Canada Attn: SAUNDERS,LEIGHANN

Departmental Financial Codes - Codes financiers ministériel 18410-610-284-0810-10372-6		Freight Terms - Conditions pour les frais de transport	
		Contract End Date - Date de fin du contrat	
FOB – FAR	PST No. - N° de TVP Exemption	HST/GST - TPS / TVH EXTRA	Estimated Total Cost - Prix total prévu 17,100.00 CAD (Tax excluded)/(Taxe exclue)

Continued/ suite...

Canada



PURCHASE ORDER
(Continuation sheet)

COMMANDE D'ACHAT
(suite)

P.O. No. - N° de commande

F6140-180041

Amend. No. - N° de modif.

0

The Vendor agrees to provide to Fisheries and Oceans Canada the goods or services identified at the specified prices and in accordance with all terms and conditions of this Purchase order.

Le Fournisseur accepte de fournir Pêches et Océans Canada les biens ou services identifiés dans les présentes en conformité avec les prix spécifiés et avec les modalités de cette commande d'achat.

Continued/ suite...

Item no. No Article	Description Description	Delivery Date Date de livraison	Quantity Quantité	U of I U de D	Unit Price Prix unitaire	Extended Cost Prix total prévu
1	722613003 - Inspection Services for Shoreline Protection - Parsons Pond (As per Attached Statement of Work)	26-NOV-18	17100	EA ACH-EACH/C HACUN	1,00	17,100,00



PURCHASE ORDER
(Continuation sheet)

COMMANDE D'ACHAT
(suite)

P.O. No. - N° de commande

F6140-180041

Amend. No. - N° de modif.

0


The following documents form part of this **Purchase Order**. The supplier recognizes and agrees to all terms and conditions set out in this request, including:

Les documents ci-joints font partie intégrale de cette commande d'achat. Le Fournisseur convient et accepte tous les termes et conditions tels que décrits dans cette demande, incluant:

Continued/ suite...

General Conditions (Professional Services)

FOR THE SUPPLIER - POUR LE FOURNISSEUR		
Signature	Witness - Témoin	Date
Print or type - Imprimer ou dactylographier	Position title - Titre du poste	
Signature	Witness - Témoin	Date
Print or type - Imprimer ou dactylographier	Position title - Titre du poste	

APPROVED FOR THE MINISTER - APPROUVÉ POUR LE MINISTRE		
Signature	Position title - Titre du poste	Date
 Print or type - Imprimer ou dactylographier Paul Curran	Regional Engineer Small Craft Harbours Newfoundland and Labrador Region	Nov 20/18

Statement of Work

Project Title: Inspection Services
Parson's Pond, NL

Contract Number: F6140-180041

IPI Number: 722613-003

Consultant: AFN Engineering Inc.
29 Brad Gushue Crescent
St. John's, NL
A1H 0A3

Anticipated Start Date: 26 November, 2018

Anticipated Completion Date: 21 December, 2019

Location of Work: Parson's Pond, NL

Background Statement: DFO (SCH) requires Resident Inspection Services for Shoreline Protection at Parson's Pond.

Scope of Work: Resident site inspection on site at Parson's Pond, NL.

Conditions of Work: Inspection Services to be performed at Parson's Pond, NL.

Deliverables:

- Monitor the work and provide written confirmation of work inspected on site via daily and weekly reports.
- Take pictures of the work as the project progresses.
- Track quantities for progress payments.
- Advise of discrepancies to contact documents if they should arise.
- Engineering support

Method of Payment: The Consultant will be paid for work completed and submission of invoices to DFO (SCH).

Cost: The total cost of this contract is: **\$17,100.00 (+ HST)** (see attached table for cost breakdown).

Note: Any change to project scope or cost to be approved by DFO (SCH) project manager prior to initiation of change or cost to project.

Payment Terms: Net 30 days

DFO (SCH) Project Manager: Glen Rose
Engineering Technician
Tel. (709) 772-4667

AFN Engineering Inc. - Nov./18

s.20(1)(b)

Parson's Pond Inspector

s.20(1)(c)

Item	Rate	total for item	Total
Inspector time - Oliver Short			
Hotel allowance			
Meal allowance			
Travel (2 return trips, based on expected 10/4 contractor schedule			
Engineering support (shop drawing review, queries, as-builts, rock testing, etc.			
		TOTAL: (excluding tax)	\$17,100.00



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

722613

Security Classification / Classification de sécurité
Unclassified

SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Fisheries and Oceans Canada		2. Branch or Directorate / Direction générale ou Direction Small Craft Harbours
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant AFN Engineering / St. John's NL
4. Brief Description of Work / Brève description du travail Provide inspection services for Shoreline Protection at Parson's Pond, NL, as per attached statement of work.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of Information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
Unclassified

Canada



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

722613

Security Classification / Classification de sécurité
Unclassified

PART C (continued) / PARTIE C (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC						
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	
											A	B	C				
Information / Assets / Renseignements / Biens / Production																	
IT Media / Support TI																	
IT Link / Lien Électronique																	

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée

« Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée

« Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

722613

Security Classification / Classification de sécurité
Unclassified

PART D'AUTORISATION / PARTIE D'AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) Glen Rose	Title - Titre Engineering Technologist	Signature
Telephone No. - N° de téléphone (709) 772-4667	Facsimile No. - N° de télécopieur (709) 772-4610	E-mail address - Adresse courriel glen.rose@dfo-mpo.gc.ca
		Date Nov 19, 2010

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) Jeff Foster	Title - Titre Departmental Security Officer	Signature
Telephone No. - N° de téléphone 613-991-4413	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel jeff.foster@dfo-mpo.gc.ca
		Date

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☐ No / Non ☐ Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées) Jeff Foster	Title - Titre Departmental Security Officer	Signature
Telephone No. - N° de téléphone 613-991-4413	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel jeff.foster@dfo-mpo.gc.ca
		Date

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
Unclassified

Canada

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page 19



REQUEST FOR SERVICE CONTRACT CHECKLIST - RCM / PROJECT AUTHORITY

Contract Number: F6140-180041

Type of Contract: ☒ Service ☐ Construction

NOTE: This checklist is not required for Call-Up's Against Standing Offer Agreements, Grants & Contribution Agreements nor Service Contracts less than \$1,000.00 (tax excluded).

SPECIAL RESTRICTIONS:

Special restrictions have been placed on the purchase, rental, or lease of some types of goods and services.

The following table provides a list of some of the restricted items that you must be aware of:

- Public Opinion Research (PWGSC);
- Legal Services (Dept. of Justice);
- Temporary Help Services (S.O. - max. of 20 weeks with RCM's signature, Senior Mgt signature required for amendments over this time);
- Procurement of Firearms;
- Research and Development (PWGSC);
- Printing - goods contracts;
- Contracting with Former Public Servants (Regional Materiel Management);
- Expert Witness (Regional Materiel Management).

(More information can be found at the following F&A 101 website:

<http://w02intra01.ncr.dfo-mpo.gc.ca/ENGLISH/Corpacct/F&A101/procure/restrict/restrict.htm>).

CAUTIONS:

The Department has put cautions/special policies in place. The following list is a sample of a few. Please consult with your regional contracting office if you are entering into a contract for these services -

- Aircraft charters;
- Vessel charters;
- Diving - Departmental Diving Safety Procedures;
- Employee/Employer relationship;
- Long term leasing of capital assets, office/warehouse space and real property.

	Yes	No	N/A	Comments
01. Is this within the Department's mandate & Program objectives?.....	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
02. Complete Statement of Work with clearly identified stages of work to be carried out:				
Title	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Start & Completion dates (incl. Multi-Year contract)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Background Statement	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Clear description (objectives to be attained)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Description of scope of work + existing resource material	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Phases of work	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Details of any constraints imposed (i.e. policies, standards)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Departmental support required (i.e. use of assets or work on site)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Specific detail's re responsibilities of the client & contractor	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Requirements for progress meetings	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Deliverables to be provided (e.g. progress report, milestone, etc.)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Estimate of anticipated level of effort required	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Time schedule for completion of each stage of the work	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Location of work (on or off site)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Recommended sources (vendor)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
03. Is it a Non-competitive/Sole-source contract ?.....	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
If so, clear justification note must be documented in file consistent with TB policy.....	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
04. Has the obligation been entered into Abacus?.....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	to be completed
05. Have Official Languages issues been considered in accordance with Part IV of the Official Languages Act?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
06. If security issues are applicable :				
Has a SRCL been completed?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Copy of security clearance or e-mail from DFO security verifying approved clearance is required on file.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
http://www.tbs-sct.gc.ca/tbsf-fsct/dwnld/350-103.pdf				

	Yes	No	N/A	Comments
07. Have Risk Management issues being addressed by Project Authority? Does the Company/Individual have:				
Workmen's compensation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	to be provided
Insurance requirements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	to be provided
Bonds/Security deposit required.....	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Accident Disability Insurance.....	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Environmental Assessment, if required, on file	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
OSH (i.e. safety briefings, copy of contractor's certifications).....	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Qualifications (i.e. copy of résumé, confirmation of educational/professional requirements, etc.)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
08. Competitive Contract - list of potential suppliers, copies of proposals, quotes.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
09. Copy of Signed Contract?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	to be provided
10. Supporting Documentations and Location:				
Copies of Progress Reports in file #... ..	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Copy of Final Report in file #.....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Vendor Performance & Evaluation Report on file or sent to Contracting if awarded by Contracting.....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
11. AMENDMENT TO CONTRACT: (ie. increase in level of effort, scope of work increase/decrease, increase/decrease in required resources)				to be completed, if required
Clear rationale is documented on file.....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Obligation in Abacus	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Amendment to contractor for signature	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Signed copy on file.....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Project Authority's Signature: <u>Paul Curran</u>	Date: <u>Nov 20/18</u>
RCM Signature: <u>Paul Curran</u>	Date: <u>Nov 20/18</u>

<p>* REMINDER note for Sole-Source Justification</p> <p>Please note that the following are the exceptions for sole source as per TB policy:</p> <ul style="list-style-type: none"> the need is one of pressing emergency in which delay would be injurious to the public interest; the estimated expenditure does not exceed: <ul style="list-style-type: none"> \$25,000; or \$100,000, where the contract is for acquisition of architectural, engineering and other services required in respect of the planning, design, preparation or supervision of the construction, repair, renovation or restoration of a work; the nature of the work is such that it would not be in the public interest to solicit bids (i.e. national security); or only one person or firm is capable of performing the contract (i.e. patent or copyright).
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**Pages 260 to / à 273
are duplicates of
sont des duplicatas des
pages 20 to / à 33**

PARTIAL PAYMENTS

CODING: 18410-610-284-0810-10403

CONTRACTOR: AFN

CONTRACT/CONSIGNEE #: F6140-180019

IPI # 720719003

AMOUNT: \$ 47,600.⁰⁰

[illegible]



Fisheries and Oceans
Canada

Pêches et Océans
Canada

PURCHASE ORDER

This Purchase Order is made as of the contract award date below between Her Majesty the Queen in Right of Canada (hereinafter referred to as "Her Majesty") represented by the Minister of Fisheries and Oceans (hereinafter referred to as "Fisheries and Oceans Canada") and the supplier (as named herein)

SUPPLIER - FOURNISSEUR
AFN ENGINEERING 29 BRAD GUSHUE CRES ST. JOHN'S, NL A1H 0A3 Canada

ISSUED BY - PRÉPARÉ PAR
SCH ENGINEERING & IFHP JOHN CABOT BLDG., 10 BARTER'S HILL PO BOX 5667 ST JOHN'S, NL A1C 5X1
Tel: 709 772-7026 E-mail: LEIGHANN.SAUNDERS@DFO-MPO.GC.CA

COMMANDE D'ACHAT

Cette commande d'achat est faite en date d'octroi de contrat ci-dessous entre Sa Majesté la Reine du chef du Canada (ci-après appelée "Sa Majesté") représenté par le Ministère des Pêches et Océans Canada (ci-après appelé "Pêches et Océans Canada") et le Fournisseur (tel qu'indiqué dans les présentes).

IMPORTANT The Contract No. must appear on invoices, B/L, packing list, correspondence and outside containers. Le No. de contrat doit être indiqué sur les factures, les connaissements, les listes d'emballage, la correspondance et à l'extérieur des conteneurs.	
Contract No./No. de contrat	F6140-180019
Amend. No./No. de modif	0

Contract Award Date/ Date d'octroi de contrat	14-AUG-2018
Address Enquiries to - Adresser toute demande à HOGARTH, SHEILA	
Tel: 709 764-2658 E-mail: SHEILA.HOGARTH@DFO-MPO.GC.CA	

SHIP TO/ EXPÉDIER À: F6140	BILL TO/ FACTURER À: DFO.invoicing-facturation.MPO@canada.gc.ca
SMALL CRAFT HARBOURS EASTERN-NL NORTHWEST ATLANTIC FISHERIES CENTRE PO BOX 5667 ST. JOHN'S, NL A1C 5X1 Canada	DFO-ACCOUNTS PAYABLE/MPO-COMPTES PAYABLE PO BOX 1901, STN A / CP 1901, STN A FREDERICTON, NB E3B 5G4 Canada Attn: SAUNDERS, LEIGHANN

Departmental Financial Codes - Codes financiers ministériel 18410-610-284-0810-10403-6		Freight Terms - Conditions pour les frais de transport	
Contract End Date - Date de fin du contrat			
FOB - FAR	PST No. - N° de TVP Exemption	HST/STP - TPS / TVH EXTRA	Estimated Total Cost - Prix total prévu 47,500.00 CAD (Tax included)/(Taxe incluse)

Continued/ suite...

Canada



Fisheries and Oceans
Canada

Pêches et Océans
Canada

Page

2

of/ de

3

PURCHASE ORDER
(Continuation sheet)

COMMANDE D'ACHAT
(suite)

P.O. No. - N° de commande

F6140-180019

Amend. No. - N° de modif.

0

The Vendor agrees to provide to Fisheries and Oceans Canada the goods or services identified at the specified prices and in accordance with all terms and conditions of this Purchase order.

Le Fournisseur accepte de fournir Pêches et Océans Canada les biens ou services identifiés dans les présentes en conformité avec les prix spécifiés et avec les modalités de cette commande d'achat.

Continued/ suite...

Item no. No Article	Description Description	Delivery Date Date de livraison	Quantity Quantité	U of I U de D	Unit Price Prix unitaire	Extended Cost Prix total prévu
1	720719003 - Inspection Services for Marginal Wharf Reconstruction - Port de Grave (As per Attached Statement of Work)	27 NOV-18	47500	EA ACH-EACH/C HACUN	1.00	47,500.00

Canada



Fisheries and Oceans
Canada

Pêches et Océans
Canada

Page

3	of 3	3
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PURCHASE ORDER
(Continuation sheet)

COMMANDE D'ACHAT
(suite)

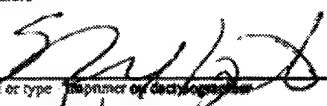

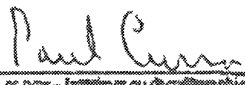
P.O. No. - N° de commande	F6140-180019
Amend. No. - N° de modif.	0

The following documents form part of this Purchase Order. The supplier recognizes and agrees to all terms and conditions set out in this request, including:

Les documents ci-joints font partie intégrale de cette commande d'achat. Le Fournisseur convient et accepte tous les termes et conditions tels que décrits dans cette demande, incluant:

Continued/ suite...

General Conditions (Professional Services)

FOR THE SUPPLIER - POUR LE FOURNISSEUR		
Signature 	Witness - Témoin 	Date Aug. 14/18
Print or type - Imprimer ou dactylographier Neil Hunt	Position title - Titre du poste President	
Signature	Witness - Témoin	Date
Print or type - Imprimer ou dactylographier	Position title - Titre du poste	
APPROVED FOR THE MINISTER - APPROUVÉ POUR LE MINISTRE		
Signature 	Position title - Titre du poste Regional Engineer Small Craft Harbours Newfoundland and Labrador Region	Date Aug 14/18
Print or type - Imprimer ou dactylographier Paul Curran		

Canada



Fisheries and Oceans
Canada

Pêches et Océans
Canada

PURCHASE ORDER

This Purchase Order is made as of the contract award date below between Her Majesty the Queen in Right of Canada (hereinafter referred to as "Her Majesty") represented by the Minister of Fisheries and Oceans (hereinafter referred to as "Fisheries and Oceans Canada") and the supplier (as named herein).

SUPPLIER – FOURNISSEUR

AFN ENGINEERING
29 BRAD GUSHUE CRES
ST. JOHN'S, NL A1H 0A3
Canada

ISSUED BY - PRÉPARÉ PAR

SCH ENGINEERING & IFHP
JOHN CABOT BLDG., 10 BARTER'S HILL
PO BOX 5667
ST JOHN'S, NL A1C 5X1

Tel: 709 772-7026

E-mail: LEIGHANN.SAUNDERS@DFO-MPO.GC.CA

COMMANDE D'ACHAT

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IMPORTANT

The Contract No. must appear on invoices, B/L, packing lists, correspondence and outside containers.
Le No. de contrat doit être indiqué sur les factures, les connaissements, les listes d'emballage, la correspondance et à l'extérieur des contenants.

Contract No./ No. de contrat. **F6140-180019**

Amend. No./No. de modif **0**

Contract Award Date/

Date d'octroi de contrat

14-AUG-2018

Address Enquiries to - Adresser toute demande à

HOGARTH, SHEILA

Tel: 709 764-2658

E-mail: SHEILA.HOGARTH@DFO-MPO.GC.CA

SHIP TO/
EXPÉDIER À: **F6140**

BILL TO/
FACTURER À: **DFO.invoicing-facturation.MPO@canada.ca**

**SMALL CRAFT HARBOURS EASTERN-NL
NORTHWEST ATLANTIC FISHERIES CENTRE
PO BOX 5667
ST.JOHN'S,NL A1C 5X1
Canada**

**DFO-ACCOUNTS PAYABLE/MPO-COMPTES PAYABLE
PO BOX 1901, STN A / CP 1901, STN A
FREDERICTON,NB E3B 5G4
Canada**

Attn: SAUNDERS,LEIGHANN

Departmental Financial Codes - Codes financiers ministériel

18410-610-284-0810-10403-6

Freight Terms - Conditions pour les frais de transport

Contract End Date - Date de fin du contrat

FOB – FAR

PST No. - N° de TVP Exemption

HST/GST - TPS /

TVH

EXTRA

Estimated Total Cost - Prix total prévu

47,500.00 CAD

(Tax excluded)/(Taxe exclue)

Continued/ suite...

Canada



PURCHASE ORDER
(Continuation sheet)

COMMANDE D'ACHAT
(suite)

P.O. No. - N° de commande

F6140-180019

Amend. No. - N° de modif.

0

The Vendor agrees to provide to Fisheries and Oceans Canada the goods or services identified at the specified prices and in accordance with all terms and conditions of this Purchase order.

Le Fournisseur accepte de fournir Pêches et Océans Canada les biens ou services identifiés dans les présentes en conformité avec les prix spécifiés et avec les modalités de cette commande d'achat.

Continued/ suite...

Item no. No Article	Description Description	Delivery Date Date de livraison	Quantity Quantité	U of I U de D	Unit Price Prix unitaire	Extended Cost Prix total prévu
1	720719003 - Inspection Services for Marginal Wharf Reconstruction - Port de Grave (As per Attached Statement of Work)	27-NOV-18	47500	EA /CH-EACH/C HACUN	1.00	47,500.00



PURCHASE ORDER
(Continuation sheet)

COMMANDE D'ACHAT
(suite)

P.O. No. - N° de commande

F6140-180019

Amend. No. - N° de modif.

0

The following documents form part of this Purchase Order. The supplier recognizes and agrees to all terms and conditions set out in this request, including:

Les documents ci-joints font partie intégrale de cette commande d'achat. Le Fournisseur convient et accepte tous les termes et conditions tels que décrits dans cette demande, incluant:

Continued/ suite...

General Conditions (Professional Services)

FOR THE SUPPLIER - POUR LE FOURNISSEUR		
Signature	Witness - Témoin	Date
Print or type - Imprimer ou dactylographier	Position title - Titre du poste	
Signature	Witness - Témoin	Date
Print or type - Imprimer ou dactylographier	Position title - Titre du poste	
APPROVED FOR THE MINISTER - APPROUVÉ POUR LE MINISTRE		
Signature	Position title - Titre du poste	Date
Print or type - Imprimer ou dactylographier	Regional Engineer Small Craft Harbours Newfoundland and Labrador Region	Aug 14/18

Statement of Work

Project Title: Inspection Services – Marginal Wharf Construction
Port de Grave, NL

Contract Number: F6140-180019 (720719-003)

Consultant: AFN Engineering
29 Brad Gushue Crescent
St. John's, NL
A1H 0A3

Anticipated Start Date: September 4, 2018

Anticipated Completion Date: November 27, 2018

Location of Work: Port de Grave, NL

Background Statement: DFO (SCH) requires Part-time Inspection Services for Marginal Wharf Construction in Port de Grave, NL.

Scope of Work: Part-time resident inspection services on site at Port de Grave, NL.

Conditions of Work: Inspection Services to be performed at Port de Grave, NL.

Deliverables: Written confirmation of work inspected on site.

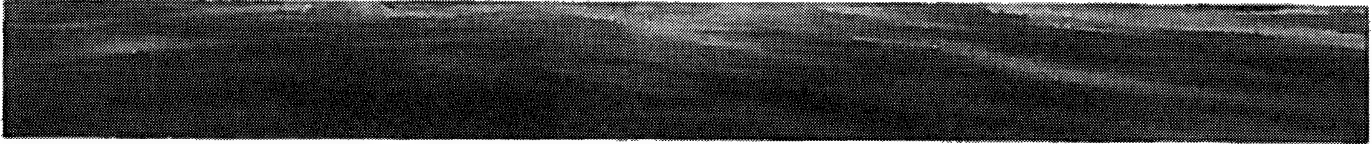
Method of Payment: The Consultant will be paid for work completed and submission of invoices to DFO (SCH).

Cost: The total cost of this contract is: **\$47,500.00 (+ HST)** (see attached cost breakdown).

Note: Any change to project scope or cost to be approved by DFO (SCH) project manager prior to initiation of change or cost to project.

Payment Terms: Net 30 days

DFO (SCH) Project Manager: Sheila Hogarth
Engineering Technician
Tel. (709) 764-2658



Request for Engineering Services

Consultant to provide pricing to complete the scope of work in accordance with industry accepted standards and practices.

Scope of Work

Small Craft Harbours is requesting that an engineering consultant provide part-time resident inspection services for marginal wharf construction in Port de Grave, NL.

The detailed scope of work includes the following:

- Site inspection services to ensure contractor compliance with the Construction Documents of Contract #F5211-180298. The inspector will monitor the work and advise the Contractor of any non-compliance and report back to Designated Representative (DR) with any issues.
- Prepare daily site reports and photographs detailing equipment and personnel on site each day and summarizing daily work activities. Inspectors are required to be supplied with a digital camera that can produce clear photographs to be used in SCH reports. All photographs to be labeled with the date the photograph was taken and a description.
- Track contracting quantities. Measure and document all construction completed daily with estimated quantities demolished, constructed, installed, etc. Submit quantities for Progress Claims to the office on the 29th of each month signed by both the contractor and inspector.
- Make site observations and check the work to determine whether the work, materials and equipment conform to the contract documents and supplementary conditions. The inspector shall advise the Contractor of any deficiencies or unapproved deviations via memorandum and report to the DR any of these on which the Contractor is tardy or refuses to correct.
- Report to DR if materials and equipment are being incorporated into the project prior to approval of relative shop drawings or samples.
- Assist in the preparation of all deficiency reports, interim, preliminary and final, in collaboration with the DR.



- Communicate with the DR, either by phone or email, on a regular basis to provide construction status updates.
- Coordinate special testing and inspection work as required.
- Verify contractor's as-built drawings.
- Attend meetings as required.
- Other tasks as requested by the DR.

Consultant to provide pricing to complete the scope of work in accordance with industry accepted standards and practices.

SCH will be responsible for management of the project.

All work to be in metric units.

Deliverables: Daily and weekly reports and photographs from site and record of contract quantities.

The construction completion date is November 27, 2018.



Construction Inspection Services

s.19(1)
s.20(1)(b)
s.20(1)(c)

Item	Description	Anticipated Start Date	Anticipated Duration (weeks)	Keep Fixed @ 50 hours/week	Proposed Hourly Rate	Calculated Subtotal	Fixed Allowance for Designer (RFPs, submittals + Concrete Coordination & Testing)	Calculated Total	Inspector's Name
1	Port de Grive Marginal Wharf Construction	August 27 2018						147 500.00	

Notes:
1 Project, Anticipated Start Dates and Anticipated Durations are subject to change.
2 Contractor to provide Inspector's room and board and on-site office per project specification. Therefore, these costs should not be included by consultant.



s.19(1)
s.20(1)(b)
s.20(1)(c)

Construction Inspection Services

Item	Description	Anticipated Start Date	Anticipated Duration (weeks)	Keep Fixed @ 50 hours/week	Proposed Hourly Rate	Calculated Subtotal	Fixed Allowance for Designer (RFI's, submittals & Concrete Coordination & Testing)	Calculated Total	Inspector's Name
1	Port de Grave Marginal Wharf Construction	August 27, 2018							

Notes: 1. Projects, Anticipated Start Dates and Anticipated Durations are subject to change.
2. Contractor to provide Inspector's room and board and onsite office per project specification. Therefore, these costs should not be included by consultant.



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

F6140-180019

Security Classification / Classification de sécurité

SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE			
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction	
Fisheries and Oceans		Small Craft Harbours	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
		AFN Engineering 29 Brad Gushue Cres., St. John's, NL, A1H 0A3	
4. Brief Description of Work / Brève description du travail			
Provide part-time resident inspection services at Port de Grave Cove, NL, as per attached statement of work			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui	
5. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	
		Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à: <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>			
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>			
		PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
		PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
		PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
		CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
		SECRET SECRET <input type="checkbox"/>	
		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

F6140-180019

Security Classification / Classification de sécurité

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No / Non ☐ Yes / Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No / Non ☐ Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET - SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autosantisation sécuritaire peut-il se voir confier des parties du travail? ☐ No / Non ☒ Yes / Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté? ☒ No / Non ☐ Yes / Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☒ No / Non ☐ Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No / Non ☐ Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☒ No / Non ☐ Yes / Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No / Non ☐ Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No / Non ☐ Yes / Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada



PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée

« Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée

« Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité
Unclassified

PART D: AUTHORIZATION / PARTIE D: AUTORISATION			
13 Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Sheila Hogarth		Engineering Technician	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
709-764-2658	709-772-4610	sheila.hogarth@dfo-mpo.gc.ca	August 14, 2018
14 Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Jeff Foster		Departmental Security Officer	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
613-991-4413		jeff.foster@dfo-mpo.gc.ca	
15 Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
16 Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17 Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Jeff Foster		Departmental Security Officer	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
613-991-4413		jeff.foster@dfo-mpo.gc.ca	

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
Unclassified

Canada

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REQUEST FOR SERVICE CONTRACT CHECKLIST - RCM / PROJECT AUTHORITY

Contract Number: F6140-180019 (720719-003)

Type of Contract: ☒ Service ☐ Construction

NOTE: This checklist is not required for Call-Up's Against Standing Offer Agreements, Grants & Contribution Agreements nor Service Contracts less than \$1,000.00 (tax excluded).

SPECIAL RESTRICTIONS:

Special restrictions have been placed on the purchase, rental, or lease of some types of goods and services. The following table provides a list of some of the restricted items that you must be aware of:

- Public Opinion Research (PWGSC);
- Legal Services (Dept. of Justice);
- Temporary Help Services (S.O. - max. of 20 weeks with RCM's signature. Senior Mgt signature required for amendments over this time);
- Procurement of Firearms;
- Research and Development (PWGSC);
- Printing - goods contracts;
- Contracting with Former Public Servants (Regional Materiel Management);
- Expert Witness (Regional Materiel Management).

(More information can be found at the following F&A 101 website:

<http://w02ntr01.nrc.dfo-mpo.gc.ca/ENGLISH/Contract/F&A101/procure/restrict/restrict.htm>).

CAUTIONS:

The Department has put cautions/special policies in place. The following list is a sample of a few. Please consult with your regional contracting office if you are entering into a contract for these services -

- Aircraft charters;
- Vessel charters;
- Diving - Departmental Diving Safety Procedures;
- Employee/Employer relationship;
- Long term leasing of capital assets, office/warehouse space and real property.

	Yes	No	N/A	Comments
01. Is this within the Department's mandate & Program objectives?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
02. Complete Statement of Work with clearly identified stages of work to be carried out:				
Title	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Start & Completion dates (incl. Multi-Year contract)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Background Statement	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Clear description (objectives to be attained)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Description of scope of work + existing resource material	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Phases of work	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Details of any constraints imposed (i.e. policies, standards)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Departmental support required (i.e. use of assets or work on site)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Specific details re responsibilities of the client & contractor	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Requirements for progress meetings	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Deliverables to be provided (e.g. progress report, milestone, etc.)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Estimate of anticipated level of effort required	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Time schedule for completion of each stage of the work	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Location of work (on or off site)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Recommended sources (vendor)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
03. Is it a Non-competitive/Sole-source contract?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
If so, clear justification note must be documented in file consistent with TB policy.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
04. Has the obligation been entered into Abscus?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	to be completed
05. Have Official Languages issues been considered in accordance with Part IV of the Official Languages Act?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
06. If security issues are applicable:				
Has a SRCL been completed?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Copy of security clearance or e-mail from DFO security verifying approved clearance is required on file.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
http://www.tbs-tci.gc.ca/tbs/tci/tci/tdm/tdm1350-103.pdf				

..2

	Yes	No	N/A	Comments
07. Have Risk Management issues being addressed by Project Authority?				
Does the Company/Individual have:				
Workmen's compensation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	to be provided
Insurance requirements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	to be provided
Bonds/Security deposit required	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Accident Disability Insurance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Environmental Assessment, if required, on file	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
OSH (i.e. safety briefings, copy of contractor's certifications)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Qualifications (i.e. copy of résumé, confirmation of educational/professional requirements, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
08. Competitive Contract - list of potential suppliers, copies of proposals, quotes.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	in the file
09. Copy of Signed Contract?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	to be provided
10. Supporting Documentations and Location:				
Copies of Progress Reports in file #...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Copy of Final Report in file #...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Vendor Performance & Evaluation Report on file or sent to Contracting if awarded by Contracting.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
11. AMENDMENT TO CONTRACT: (ie. increase in level of effort, scope of work increase/decrease, increase/decrease in required resources)				
Clear rationale is documented on file	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Obligation in Abacus	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Amendment to contractor for signature	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Signed copy on file	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Project Authority's Signature:	<u>Shirley Hargrave</u>	Date:	<u>Aug. 14/18</u>
RCM Signature:	<u>Paul Cunniff</u>	Date:	<u>Aug 14/18</u>

*** REMINDER note for Sole-Source Justification**

Please note that the following are the exceptions for sole source as per TB policy:

- the need is one of pressing emergency in which delay would be injurious to the public interest;
- the estimated expenditure does not exceed:
 - \$25,000; or
 - \$100,000, where the contract is for acquisition of architectural, engineering and other services required in respect of the planning, design, preparation or supervision of the construction, repair, renovation or restoration of a work;
- the nature of the work is such that it would not be in the public interest to solicit bids (i.e. national security); or
- only one person or firm is capable of performing the contract (i.e. patent or copyright).

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AFN ENGINEERING INC.

s.24(1)

Mailing Address: 29 Brad Gushue Crescent, St. John's, NL, A1H 0A3
Ph: (709) 748-7175
Fax: (709) 368-6377

**INVOICE # 2101
PROJECT: 6-024**

20 November 2018

Fisheries and Oceans Canada
John Cabot Building, 10 Barter's Hill
P.O. Box 5667
St. John's, NL, A1C 5X1

Attention: DFO Finance – Leighann Saunders

RE: Marginal Wharf – Port De Grave, NL – Inspection Services


- Project Officer – Sheila Hogarth
- DFO Order No. F6140-180019
- Departmental Financial Code: 18410-610-284-0810-10403-6

Invoice for engineering services related to the above noted project.

To Upset Limit of contract\$47,500.00

H. S. T. (15%): \$7,125.00

TOTAL THIS INVOICE: \$54,625.00

Account Due When Rendered
HST # 

Mailing Address: 29 Brad Gushue Crescent, St. John's, NL, A1H 0A3

1.0 INTRODUCTION

This proposal is submitted by AFN Engineering Inc. (AFN) in response to a request for resident inspection services for marginal wharf reconstruction site in Port De Grave, NL.

AFN Engineering Inc. (AFN) is a marine/civil engineering firm licensed by PEG-NL to practice engineering in the Province of Newfoundland and Labrador (2018 permit number F0292). The resources of AFN have internal expertise in civil design, structural design, site development, scheduling, time and cost control, project management and contract administration. The firms assignments encompass many aspects of the rehabilitation and new construction of built works marine infrastructure including pre-design services, schematic design, design development, preparation of construction documents, tender call, bid evaluation, construction contract award, construction & contract administration & post construction warranty review, resident & construction supervision and risk management. AFN has worked closely with DFO and PWGSC over the past fifteen (15) years having managed marine infrastructure projects on behalf of DFO and PWGSC with a combined construction value in excess of \$150,000,000.

2.0 DEMONSTRATED UNDERSTANDING OF THE SCOPE OF SERVICES

2.1 Resident Inspection Services

AFN understands the intent of the project is to provide resident inspection services for a marginal wharf reconstruction project in Port De Grave, NL. The purpose of the inspector is to:

- Monitor the work and advise the Contractor of any non-compliance and report back to DR with any issue.
- Prepare daily site reports and photographs detailing equipment and personnel on site each day and summarizing daily work activities. Inspectors are required to be supplied with a digital camera that can produce clear photographs to be used in SCH reports. All photographs to be labeled with the date the photograph was taken and a description.
- Track contracting quantities. Measure and document all construction completed daily with estimated quantities demolished, constructed, installed, etc. Submit quantities for Progress Claims to the office on the 29th of each month signed by both the contractor and inspector.
- Make site observations and check the work to determine whether the work, materials and equipment conform to the contract documents and supplementary conditions. The inspector shall advise the Contractor of any deficiencies or unapproved deviations via memorandum and report to the DR any of these on which the Contractor is tardy or refuses to correct.
- Report to DR if materials and equipment are being incorporated into the project prior to approval of relative shop drawings or samples.
- Assist in the preparation of all deficiency reports, interim, preliminary and final, in collaboration with the DR.
- Communicate with the DR, either by phone or email, on a regular basis to provide construction status updates.
- Coordinate special testing and inspection work as required.
- Verify contractor's as-built drawings.
- Attend meetings as required.
- Other tasks as requested by the DR.

The inspector will maintain daily records while on site, of all construction work placed (and report directly to DFO). In general, the resident inspector will inspect all phases of the work in progress, for the purpose of documenting discrepancies between the work, the contract documents and accepted construction procedures. This would include inspections related to rock mattress placement (if applicable), treated timber cribwork, structural timber (wheelguard, wheelguard blocking, coping, fenders and ladders), concrete deck, mooring cleats, etc. The resident inspector will keep a daily log of such inspections and issue daily/weekly written reports to DFO. While changes in the work can be anticipated for this work, it is understood that the resident inspector shall not authorize or order any change in the work which will constitute a change in design or in the value of the contract, except as delegated by DFO.

2.2 Communication Protocols for the Resident Inspector

The resident inspector will:

- Convey DFO's instructions regarding the required standards of workmanship to the Contractor(s).
- Check specifications, confer and obtain guidance on these findings with DFO.
- Contact DFO immediately when it is apparent that information or action is required of DFO.
- Accompany DFO representatives on inspections and provide reports of the inspections as required by DFO.
- Consider and evaluate any suggestions or modifications to the documents advanced by the Contractor and immediately report these to DFO with comments.
- Ensure that DFO are notified promptly when key pieces and/or components of materials and equipment are delivered, so that these parties can arrange for the appropriate personnel to have an opportunity to inspect same prior to installation.

2.3 Inspector Deliverables

The resident inspector will keep a daily log while on site. The daily log will record the following:

- weather conditions, particularly unusual weather relative to construction activities;
- major material and equipment deliveries;
- daily activities and major work done;
- number of workers on site (full day or part day) and trade represented;
- start, stop or completion of activities;
- presence of inspection and testing firms, tests taken, results, etc.;
- unusual site conditions experienced;
- significant developments, remarks, etc. and special visitors on site;
- authorities given Contractor to undertake certain or hazardous works;
- environmental, safety or other notable incidents;
- reports, instructions from appropriate Authorities Response Actions.

It is understood that based on site/project specific conditions, the items recorded in the daily log may expand or be reduced. The log is the personal property of the inspector and copies of the log book (certified as copies), can be provided at the end of the project to DFO. In addition, Weekly Records will be maintained by the resident inspector, and include: progress relative to schedule; major activities commencing or completed during the week; main activities now in progress; major deliveries of materials and/or equipment; difficulties which may cause delays in completion; materials and labour needed immediately; cost estimates of work completed and materials delivered (cost plus contracts); outstanding information or action required; work force, weather and other applicable remarks; accidents on site or safety hazards caused by the work, the Contractor or his agents.

The inspector will physically mobilize to site at the onset of work and perform the work to the date of Certificate of Substantial Performance. The resident inspector will be provided with a digital camera; personal protective equipment; office supplies required to perform services; cell phone or other acceptable means of communication; and a laptop computer.

3.0 INSPECTOR WORKING DOCUMENTS

All inspectors employed by AFN follow the guidelines commonly used by DFO for resident inspection services. The project in Port De Grave will be no different, with the following being adhered to:

- Review the contract documents to ensure full knowledge of and familiarity with the required work. This includes Plans, Specifications, Addenda, Change Orders, General Conditions, etc.
- Measure and document all completed construction daily with estimated quantities demolished, constructed, installed, etc.
- Measure and document all changes
- Document all on-site issues
- Set up separate folders for all on-site documentation.
 - Maintain a detailed Daily Diary. Include sketches as required.
 - Maintain a detailed Phone Diary.
 - A Critical Path Schedule to indicate exactly what work is required to be completed prior to proceeding to other work. Maintain this schedule as changes are made.
 - Maintain the Contractor's Bar Chart Schedule. Indicate the actual progress on the schedule as work is carried out.
 - Prepare Daily Reports. Include sketches as required.
 - Prepare Weekly Reports.
 - Prepare Monthly Reports.
 - Document all Health and Safety issues.
 - Notify the Project Officer immediately of an incident or accident. Notify the Project Manager, if the Project Officer is not available
 - Prepare reports as required.
 - Submit reports to office.
 - Directions to Site Inspector from office.
 - Directions given to Contractor.
 - Sketches and drawings for clarifications.
 - Revised drawings.
 - All original cross-sections and profiles of dredging, backfill, rock fill, armour stone, rip-rap, etc. if required. Maintain cross-sections and profiles with current information.
 - Shop drawings.
 - All daily, weekly and monthly documentation to the office.
 - Photos submitted to office for clarification.
 - Copies of Pre-Construction Meeting Minutes and all Project Progress Meeting Minutes.
 - On-site issues.
 - Contemplated Change Notices.
 - Change Orders.
- Take regular photographs and label as required.

4.0 RESUME OF PROPOSED INSPECTOR

For this request, we are nominating [REDACTED] to perform the role of resident inspector. [REDACTED] is well known to DFO, having performed the role of resident inspector at DFO sites throughout the Province for the past 30+ years on numerous marine, building and heavy civil related infrastructure projects (wharves, breakwaters, slipways, launchways, floating docks, warehouses, etc.).

As per the Terms of Reference, we have listed three (3) representative projects below, complete with a brief description, construction value and reference.

1.

2.

3.

For the Client's consideration, additional projects where [REDACTED] provided resident inspection services is listed below. Detailed descriptions of these projects can be provided if requested by the Client:

5.0 CLOSING

AFN is confident that we have an understanding of DFO's needs and expectations for service required under this request and has committed to meeting these needs throughout the project duration.

s.19(1)
s.20(1)(b)
s.20(1)(c)



Pêches
et Océans

Construction Inspection Services

Item	Description	Anticipated Start Date	Anticipated Duration (weeks)	Keep Fixed @ 50 hours/week	Proposed Hourly Rate	Calculated Subtotal	Fixed Allowance for Designer (RFTs, submittals + Concrete Coordination & Testing)	Calculated Total	Inspector's Name
1	Port de Grosse Marginal wharf Construction	August 27, 2018						47,500	

Notes: 1. Projects, Anticipated Start Dates and Anticipated Durations are subject to change.

2. Contractor to provide inspector's room and board and utilize office per project specification. Therefore, these costs should not be included by consultant.

PARTIAL PAYMENTS

CODING: 18410-610-284-0810-10231

CONTRACTOR: AFN

CONTRACT/CONSIGNEE #: FL6140-180020

IPI # 722615004

AMOUNT: \$ 40,640.00

PAYMENT DATE	INVOICE #	AMOUNT	BALANCE
Nov 22/18	2100	\$40,640.00	0

PURCHASE ORDER

This Purchase Order is made as of the contract award date below between Her Majesty the Queen in Right of Canada (hereinafter referred to as "Her Majesty") represented by the Minister of Fisheries and Oceans (hereinafter referred to as "Fisheries and Oceans Canada") and the supplier (as named herein).

SUPPLIER – FOURNISSEUR
AFN ENGINEERING 29 BRAD GUSHUE CRES ST. JOHN'S, NL A1H 0A3 Canada

ISSUED BY – PRÉPARÉ PAR
SCH ENGINEERING & IFHP JOHN CABOT BLDG., 10 BARTER'S HILL PO BOX 5667 ST JOHN'S, NL A1C 5X1 Tel: 709 772-7026 E-mail: LEIGHANN.SAUNDERS@DFO-MPO.GC.CA

COMMANDE D'ACHAT

Cette commande d'achat est faite en date d'octroi de contrat ci-dessous entre Sa Majesté la Reine du chef du Canada (ci-après appelée "Sa Majesté") représentée par le Ministre des Pêches et Océans Canada (ci-après appelé "Pêches et Océans Canada") et le Fournisseur (tel qu'indiqué dans les présentes).

IMPORTANT	
The Contract No. must appear on invoices, B/L, packing lists, correspondence and outside containers. Le No. de contrat doit être indiqué sur les factures, les connaissements, les notes d'emballage, la correspondance et à l'extérieur des contenants.	
Contract No./ No. de contrat.	F6140-180020
Amend. No./No. de modif	1

Contract Award Date/ Date d'octroi de contrat	17-AUG-2018
Address Enquiries to - Adresser toute demande à HOGARTH, SHEILA Tel: 709 764-2658 E-mail: SHEILA.HOGARTH@DFO-MPO.GC.CA	

SHIP TO/ EXPÉDIER À: F6140	BILL TO/ FACTURER À: DFO.invoicing-facturation.MPO@canada.ca
SMALL CRAFT HARBOURS EASTERN-NL NORTHWEST ATLANTIC FISHERIES CENTRE PO BOX 5667 ST.JOHN'S,NL A1C 5X1 Canada	DFO-ACCOUNTS PAYABLE/MPO-COMPTES PAYABLE PO BOX 1901, STN A / CP 1901, STN A FREDERICTON,NB E3B 5G4 Canada Attn: SAUNDERS,LEIGHANN

Departmental Financial Codes - Codes financiers ministériel 18410-610-284-0810-10231-6		Freight Terms - Conditions pour les frais de transport	
		Contract End Date - Date de fin du contrat	
FOB – FAR	PST No. - N° de TVP Exemption	HST/GST - TPS / TVH EXTRA	Estimated Total Cost - Prix total prévu 40,640.00 CAD (Tax included)/(Taxe incluse)

Continued/ suite...

Canada



PURCHASE ORDER
(Continuation sheet)

COMMANDE D'ACHAT
(suite)

P.O. No. - N° de commande
F6140-180020
Amend. No. - N° de modif.
1

The Vendor agrees to provide to Fisheries and Oceans Canada the goods or services identified at the specified prices and in accordance with all terms and conditions of this Purchase order.

Le Fournisseur accepte de fournir Pêches et Océans Canada les biens ou services identifiés dans les présentes en conformité avec les prix spécifiés et avec les modalités de cette commande d'achat.

Continued/ suite...

Item no. No Article	Description Description	Delivery Date Date de livraison	Quantity Quantité	U of I U de D	Unit Price Prix unitaire	Extended Cost Prix total prévu
1	722615004 - Inspection Services for Concrete Launchway Construction - Harbour Breton (As per Attached Statement of Work)	07-DEC-18	34700	EA /CH-EACH/C HACUN	1.00	34,700.00
2	722615004 - Amendment due to Additional Work - See Attached	07-DEC-18	5940	EA /CH-EACH/C HACUN	1.00	5,940.00



Fisheries and Oceans
Canada

Pêches et Océans
Canada

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PURCHASE ORDER
(Continuation sheet)

COMMANDE D'ACHAT
(suite)

P.O. No. - N° de commande

F6140-180020

Amend. No. - N° de modif.




1

The following documents form part of this Purchase Order. The supplier recognizes and agrees to all terms and conditions set out in this request, including:

Les documents ci-joints font partie intégrale de cette commande d'achat. Le Fournisseur convient et accepte tous les termes et conditions tels que décrits dans cette demande, incluant:

Continued/ suite

General Conditions (Professional Services)

FOR THE SUPPLIER - POUR LE FOURNISSEUR		
Signature	Witness - Témoin	Date
		Nov. 8/18
Print or type - Imprimer ou dactylographier	Position title - Titre du poste	
No. 1 Hunt	President	
Signature	Witness - Témoin	Date
Print or type - Imprimer ou dactylographier	Position title - Titre du poste	
APPROVED FOR THE MINISTER - APPROUVÉ POUR LE MINISTRE		
Signature	Position title - Titre du poste	Date
	Regional Director Small Craft Harbours Newfoundland and Labrador Region	Nov 8, 2018
Print or type - Imprimer ou dactylographier		
William Goulding		

Canada



Fisheries and Oceans
Canada

Pêches et Océans
Canada

PURCHASE ORDER

This Purchase Order is made as of the contract award date below between Her Majesty the Queen in Right of Canada (hereinafter referred to as "Her Majesty") represented by the Minister of Fisheries and Oceans (hereinafter referred to as "Fisheries and Oceans Canada") and the supplier (as named herein).

SUPPLIER – FOURNISSEUR

AFN ENGINEERING
29 BRAD GUSHUE CRES
ST. JOHN'S, NL A1H 0A3
Canada

ISSUED BY - PRÉPARÉ PAR

SCH ENGINEERING & IFHP
JOHN CABOT BLDG., 10 BARTER'S HILL
PO BOX 5667
ST JOHN'S, NL A1C 5X1

Tel: 709 772-7026

E-mail: LEIGHANN.SAUNDERS@DFO-MPO.GC.CA

COMMANDE D'ACHAT

Cette commande d'achat est faite en date d'octroi de contrat ci-dessous entre Sa Majesté la Reine du chef du Canada (ci-après appelée "Sa Majesté") représenté par le Ministre des Pêches et Océans Canada (ci-après appelé "Pêches et Océans Canada") et le Fournisseur (tel qu'indiqué dans les présentes)

IMPORTANT

The Contract No. must appear on invoices, B/L, packing lists, correspondence and outside containers.
Le No. de contrat doit être indiqué sur les factures, les connaissements, les listes d'emballage, la correspondance et à l'extérieur des contenants.

Contract No./ No. de contrat. **F6140-180020**

Amend. No./No. de modif **1**

Contract Award Date/
Date d'octroi de contrat **17-AUG-2018**

Address Enquiries to - Adresser toute demande à
HOGARTH, SHEILA

Tel: 709 764-2658

E-mail: SHEILA.HOGARTH@DFO-MPO.GC.CA

SHIP TO/
EXPÉDIER À: **F6140**

BILL TO/
FACTURER À: **DFO.invoicing-facturation.MPO@canada.ca**

SMALL CRAFT HARBOURS EASTERN-NL
NORTHWEST ATLANTIC FISHERIES CENTRE
PO BOX 5667
ST.JOHN'S,NL A1C 5X1
Canada

DFO-ACCOUNTS PAYABLE/MPO-COMPTES PAYABLE
PO BOX 1901, STN A / CP 1901, STN A
FREDERICTON,NB E3B 5G4
Canada

Attn: SAUNDERS,LEIGHANN

Departmental Financial Codes - Codes financiers ministériel

18410-610-284-0810-10231-6

Freight Terms - Conditions pour les frais de transport

Contract End Date - Date de fin du contrat

FOB – FAR

PST No. - N° de TVP Exemption

HST/GST - TPS /
TVII

EXTRA

Estimated Total Cost - Prix total prévu

40,640.00 CAD
(Tax excluded)/(Taxe exclue)

Continued/ suite...

Canada



PURCHASE ORDER
(Continuation sheet)

COMMANDE D'ACHAT
(suite)

P.O. No. - N° de commande

F6140-180020

Amend. No. - N° de modif.

1

The Vendor agrees to provide to Fisheries and Oceans Canada the goods or services identified at the specified prices and in accordance with all terms and conditions of this Purchase order.

Le Fournisseur accepte de fournir Pêches et Océans Canada les biens ou services identifiés dans les présentes en conformité avec les prix spécifiés et avec les modalités de cette commande d'achat.

Continued/ suite...

Item no. No Article	Description Description	Delivery Date Date de livraison	Quantity Quantité	U of I U de D	Unit Price Prix unitaire	Extended Cost Prix total prévu
1	722615004 - Inspection Services for Concrete Launchway Construction - Harbour Breton (As per Attached Statement of Work)	07-DEC-18	34700	EA /CH-EACH/C HACUN	1.00	34,700.00
2	722615004 - Amendment due to Additional Work - See Attached	07-DEC-18	5940	EA /CH-EACH/C HACUN	1.00	5,940.00



Fisheries and Oceans
Canada

Pêches et Océans
Canada

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PURCHASE ORDER
(Continuation sheet)

COMMANDE D'ACHAT
(suite)

P.O. No. - N° de commande

F6140-180020

Amend. No. - N° de modif.

1

The following documents form part of this Purchase Order. The supplier recognizes and agrees to all terms and conditions set out in this request, including:

Les documents ci-joints font partie intégrale de cette commande d'achat. Le Fournisseur convient et accepte tous les termes et conditions tels que décrits dans cette demande, incluant:

Continued/ suite...

General Conditions (Professional Services)

FOR THE SUPPLIER - POUR LE FOURNISSEUR		
Signature	Witness - Témoin	Date
Print or type - Imprimer ou dactylographier	Position title - Titre du poste	
Signature	Witness - Témoin	Date
Print or type - Imprimer ou dactylographier	Position title - Titre du poste	
APPROVED FOR THE MINISTER - APPROUVÉ POUR LE MINISTRE		
Signature 	Position title - Titre du poste Regional Director Small Craft Harbours Newfoundland and Labrador Region	Date Nov 8, 2018
Print or type - Imprimer ou dactylographier William Goulding		

Canada



Fisheries and Oceans
Canada

Pêches et Océans
Canada

PURCHASE ORDER

This Purchase Order is made as of the contract award date below between Her Majesty the Queen in Right of Canada (hereinafter referred to as "Her Majesty") represented by the Minister of Fisheries and Oceans (hereinafter referred to as "Fisheries and Oceans Canada") and the supplier (as named herein).

SUPPLIER – FOURNISSEUR
AFN ENGINEERING 29 BRAD GUSHUE CRES ST. JOHN'S, NL A1H 0A3 Canada

ISSUED BY - PRÉPARÉ PAR
SCH ENGINEERING & IFHP JOHN CABOT BLDG., 10 BARTER'S HILL PO BOX 5667 ST JOHN'S, NL A1C 5X1 Tel: 709 772-7026 E-mail: LEIGHANN.SAUNDERS@DFO-MPO.GC.CA

COMMANDE D'ACHAT

Cette commande d'achat est faite en date d'octroi de contrat ci-dessous entre Sa Majesté la Reine du chef du Canada (ci-après appelée "Sa Majesté") représenté par le Ministre des Pêches et Océans Canada (ci-après appelé "Pêches et Océans Canada") et le Fournisseur (tel qu'indiqué dans les présentes).

IMPORTANT	
The Contract No. must appear on invoices, B/L, packing lists, correspondence and outside containers. Le No. de contrat doit être indiqué sur les factures, les connaissements, les listes d'emballage, la correspondance et à l'extérieur des contenants.	
Contract No./ No. de contrat	F6140-180020
Amend. No./No. de modif	0

Contract Award Date/ Date d'octroi de contrat	17-AUG-2018
Address Enquiries to - Adresser toute demande à HOGARTH, SHEILA Tel: 709 764-2658 E-mail: SHEILA.HOGARTH@DFO-MPO.GC.CA	

SHIP TO/ EXPÉDIER À: F6140	BILL TO/ FACTURER À: DFO.invoicing-facturation.MPO@canada.ca
SMALL CRAFT HARBOURS EASTERN-NL NORTHWEST ATLANTIC FISHERIES CENTRE PO BOX 5667 ST.JOHN'S,NL A1C 5X1 Canada	DFO-ACCOUNTS PAYABLE/MPO-COMPTES PAYABLE PO BOX 1901, STN A / CP 1901, STN A FREDERICTON,NB E3B 5G4 Canada Attn: SAUNDERS,LEIGHANN

Departmental Financial Codes - Codes financiers ministériel 18410-610-284-0810-10231-6		Freight Terms - Conditions pour les frais de transport	
		Contract End Date - Date de fin du contrat	
FOB – FAR	PST No. - N° de TYP Exemption	HST/GST - TPS / TVH EXTRA	Estimated Total Cost - Prix total prévu 34,700.00 CAD (Tax included/à l'impôt inclus)

Continued/ suite...

Canada



Fisheries and Oceans
Canada

Pêches et Océans
Canada

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PURCHASE ORDER
(Continuation sheet)

COMMANDE D'ACHAT
(suite)

P.O. No. - N° de commande

F6140-180020

Amend. No. - N° de modif.

0

The Vendor agrees to provide to Fisheries and Oceans Canada the goods or services identified at the specified prices and in accordance with all terms and conditions of this Purchase order.

Le Fournisseur accepte de fournir Pêches et Océans Canada les biens ou services identifiés dans les présentes en conformité avec les prix spécifiés et avec les modalités de cette commande d'achat.

Continued/ suite ..

Item no. No Article	Description Description	Delivery Date Date de livraison	Quantity Quantité	U of I U de D	Unit Price Prix unitaire	Extended Cost Prix total prévu
1	722615004 - Inspection Services for Concrete Launchway Construction - Harbour Breton (As per Attached Statement of Work)	07-DEC-18	34700	EA /CH-EACH/C HACUN	1.00	34,700.00

Canada



Fisheries and Oceans
Canada

Pêches et Océans
Canada

Page

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PURCHASE ORDER
(Continuation sheet)

COMMANDE D'ACHAT
(suite)

P.O. No. - N° de commande
F6140-180020
Amend. No. - N° de modif.
0

The following documents form part of this Purchase Order. The supplier recognizes and agrees to all terms and conditions set out in this request, including:

Les documents ci-joints font partie intégrale de cette commande d'achat. Le Fournisseur convient et accepte tous les termes et conditions tels que décrits dans cette demande, y compris:

Continued/ suite...

General Conditions (Professional Services)

FOR THE SUPPLIER - POUR LE FOURNISSEUR		
Signature	Witness - Témoin	Date
		Aug 17/18
Print or type - Imprimer ou dactylographier	Position title - Titre du poste	
Neil Hunt	President	
Signature	Witness - Témoin	Date
Print or type - Imprimer ou dactylographier	Position title - Titre du poste	
APPROVED FOR THE MINISTER - APPROUVÉ POUR LE MINISTRE		
Signature	Position title - Titre du poste	Date
	Regional Engineer Small Craft Harbours Newfoundland and Labrador Region	Aug 17/18
Print or type - Imprimer ou dactylographier		
Paul Curran		

Canada



Fisheries and Oceans
Canada

Pêches et Océans
Canada

PURCHASE ORDER

This Purchase Order is made as of the contract award date below between Her Majesty the Queen in Right of Canada (hereinafter referred to as "Her Majesty") represented by the Minister of Fisheries and Oceans (hereinafter referred to as "Fisheries and Oceans Canada") and the supplier (as named herein).

SUPPLIER - FOURNISSEUR

AFN ENGINEERING
29 BRAD GUSHUE CRES
ST. JOHN'S, NL A1H 0A3
Canada

ISSUED BY - PRÉPARÉ PAR

SCH ENGINEERING & IFHP
JOHN CABOT BLDG., 10 BARTER'S HILL
PO BOX 5667
ST JOHN'S, NL A1C 5X1

Tel: 709 772-7026

E-mail: LEIGHANN.SAUNDERS@DFO-MPO.GC.CA

COMMANDE D'ACHAT

Cette commande d'achat est faite en date d'octroi de contrat ci-dessous entre Sa Majesté la Reine du chef du Canada (ci-après appelée "Sa Majesté") représenté par le Ministre des Pêches et Océans Canada (ci-après appelé "Pêches et Océans Canada") et le Fournisseur (tel qu'indiqué dans les présentes).

IMPORTANT

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Contract No./ No. de contrat. **F6140-180020**

Amend. No./No. de modif **0**

Contract Award Date/
Date d'octroi de contrat **17-AUG-2018**

Address Enquiries to - Adresser toute demande à

HOGARTH, SHEILA

Tel: 709 764-2658

E-mail: SHEILA.HOGARTH@DFO-MPO.GC.CA

SHIP TO/
EXPÉDIER À: **F6140**

BILL TO/
FACTURER À: **DFO.invoicing-facturation.MPO@canada.ca**

**SMALL CRAFT HARBOURS EASTERN-NL
NORTHWEST ATLANTIC FISHERIES CENTRE
PO BOX 5667
ST.JOHN'S,NL A1C 5X1
Canada**

**DFO-ACCOUNTS PAYABLE/MPO-COMPTES PAYABLE
PO BOX 1901, STN A / CP 1901, STN A
FREDERICTON,NB E3B 5G4
Canada**

Attn: SAUNDERS,LEIGHANN

Departmental Financial Codes - Codes financiers ministériel

18410-610-284-0810-10231-6

Freight Terms - Conditions pour les frais de transport

Contract End Date - Date de fin du contrat

FOB - FAR

PST No. - N° de TVP Exemption

HST/GST - TPS /
TVH

EXTRA

Estimated Total Cost - Prix total prévu

34,700.00 CAD
(Tax excluded)/(Taxe exclue)

Continued/ suite...

Canada



PURCHASE ORDER
(Continuation sheet)

COMMANDE D'ACHAT
(suite)

P.O. No. - N° de commande
F6140-180020
Amend. No. - N° de modif.
0

The Vendor agrees to provide to Fisheries and Oceans Canada the goods or services identified at the specified prices and in accordance with all terms and conditions of this Purchase order.

Le Fournisseur accepte de fournir Pêches et Océans Canada les biens ou services identifiés dans les présentes en conformité avec les prix spécifiés et avec les modalités de cette commande d'achat.

Continued/ suite...

Item no. No Article	Description Description	Delivery Date Date de livraison	Quantity Quantité	U of I U de D	Unit Price Prix unitaire	Extended Cost Prix total prévu
1	722615004 - Inspection Services for Concrete Launchway Construction - Harbour Breton (As per Attached Statement of Work)	07-DEC-18	34700	EA /CH-EACH/C HACUN	1.00	34,700.00



PURCHASE ORDER
(Continuation sheet)

COMMANDE D'ACHAT
(suite)

P.O. No. - N° de commande

F6140-180020

Amend. No. - N° de modif.

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The following documents form part of this Purchase Order. The supplier recognizes and agrees to all terms and conditions set out in this request, including:

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Continued/ suite...

General Conditions (Professional Services)

FOR THE SUPPLIER - POUR LE FOURNISSEUR		
Signature	Witness - Témoin	Date
Print or type - Imprimer ou dactylographier	Position title - Titre du poste	
Signature	Witness - Témoin	Date
Print or type - Imprimer ou dactylographier	Position title - Titre du poste	
APPROVED FOR THE MINISTER - APPROUVÉ POUR LE MINISTRE		
Signature	Position title - Titre du poste	Date
Paul Curran	Regional Engineer Small Craft Harbours Newfoundland and Labrador Region	Aug 17/18
Print or type - Imprimer ou dactylographier		

Statement of Work

Project Title: Inspection Services – Concrete Launchway Construction
Harbour Breton, NL

Contract Number: F6140-180020 (722615-004)

Consultant: AFN Engineering
29 Brad Gushue Crescent
St. John's, NL
A1H 0A3

Anticipated Start Date: September 4, 2018

Anticipated Completion Date: December 7, 2018

Location of Work: Harbour Breton, NL

Background Statement: DFO (SCH) requires Part-time Inspection Services for Concrete Launchway Construction in Harbour Breton, NL.

Scope of Work: Part-time resident inspection services on site at Harbour Breton, NL.

Conditions of Work: Inspection Services to be performed at Harbour Breton, NL.

Deliverables: Written confirmation of work inspected on site.

Method of Payment: The Consultant will be paid for work completed and submission of invoices to DFO (SCH).

Cost: The total cost of this contract is: **\$34,700.00 (+ HST)** (see attached cost breakdown).

Note: Any change to project scope or cost to be approved by DFO (SCH) project manager prior to initiation of change or cost to project.

Payment Terms: Net 30 days

DFO (SCH) Project Manager: Sheila Hogarth
Engineering Technician
Tel. (709) 764-2658



Request for Engineering Services

Consultant to provide pricing to complete the scope of work in accordance with industry accepted standards and practices.

Scope of Work

Small Craft Harbours is requesting that an engineering consultant provide part-time resident inspection services for concrete launchway construction in Harbour Breton, NL.

The detailed scope of work includes the following:

- Site inspection services to ensure contractor compliance with the Construction Documents of Contract #F5211-180360. The inspector will monitor the work and advise the Contractor of any non-compliance and report back to Designated Representative (DR) with any issues.
- Prepare daily site reports and photographs detailing equipment and personnel on site each day and summarizing daily work activities. Inspectors are required to be supplied with a digital camera that can produce clear photographs to be used in SCH reports. All photographs to be labeled with the date the photograph was taken and a description.
- Track contracting quantities. Measure and document all construction completed daily with estimated quantities demolished, constructed, installed, etc. Submit quantities for Progress Claims to the office on the 29th of each month signed by both the contractor and inspector.
- Make site observations and check the work to determine whether the work, materials and equipment conform to the contract documents and supplementary conditions. The inspector shall advise the Contractor of any deficiencies or unapproved deviations via memorandum and report to the DR any of these on which the Contractor is tardy or refuses to correct.
- Report to DR if materials and equipment are being incorporated into the project prior to approval of relative shop drawings or samples.
- Assist in the preparation of all deficiency reports, interim, preliminary and final, in collaboration with the DR.



- Communicate with the DR, either by phone or email, on a regular basis to provide construction status updates.
- Coordinate special testing and inspection work as required.
- Verify contractor's as-built drawings.
- Attend meetings as required.
- Other tasks as requested by the DR.

Consultant to provide pricing to complete the scope of work in accordance with industry accepted standards and practices.

SCH will be responsible for management of the project.

All work to be in metric units.

Deliverables: Daily and weekly reports and photographs from site and record of contract quantities.

The construction completion date is December 7, 2018.



s.19(1)
s.20(1)(b)
s.20(1)(c)

Construction Inspection Services

Item	Description	Anticipated Start Date	Anticipated Duration (weeks)	Keep Fixed @ 50 hours/week	Proposed Hourly Rate	Calculated Subtotal	Fixed Allowance for Designer (PRT's, submittals + Concrete Coordination & Testing)	Calculated Total	Inspector's Name
1	Coastal Launchway Construction, Harnois Basin, RI	September 4, 2018						34700	

Notes:
1. Projects, Anticipated Start Dates and Anticipated Durations are subject to change.
2. Contractor to provide Inspector's name and hourly rate per project specification. Therefore, these costs should not be included by consultant.



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

F6140-180020

Security Classification / Classification de sécurité

SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE	
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	2. Branch or Directorate / Direction générale ou Direction
Fisheries and Oceans	Small Craft Harbours
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
	AFN Engineering 29 Brad Gushue Cres., St. John's, NL, A1H 0A3
4. Brief Description of Work / Brève description du travail Provide part-time resident inspection services at Harbour Breton, NL, as per attached statement of work.	
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis	
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès	
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>
Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion	
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>	
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information	
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	
	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
	SECRET SECRET <input type="checkbox"/>
	TOP SECRET TRÈS SECRET <input type="checkbox"/>
	TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET - SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> S TE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |

Special comments:

Commentaires spéciaux : _____

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☐ No ☒ Yes
Non Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? ☒ No ☐ Yes
Non Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui
11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No ☐ Yes
Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☒ No ☐ Yes
Non Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes
Non Oui



PART C (continued) / PARTIE C (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production																
T Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non ☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non ☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).




Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité
Unclassified

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13 Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Sheila Hogarth		Title - Titre Engineering Technician	Signature 
Telephone No. - N° de téléphone 709-764-2658	Facsimile No. - N° de télécopieur 709-772-4810	E-mail address - Adresse courriel sheila.hogarth@dfo-mpo.gc.ca	Date August 16, 2018
14 Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Jeff Foster		Title - Titre Departmental Security Officer	Signature 
Telephone No. - N° de téléphone 613-991-4413	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel jeff.foster@dfo-mpo.gc.ca	Date
15 Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
16 Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17 Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées) Jeff Foster		Title - Titre Departmental Security Officer	Signature 
Telephone No. - N° de téléphone 613-991-4413	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel jeff.foster@dfo-mpo.gc.ca	Date

TBS/SC1 350-103(2004/12)

Security Classification / Classification de sécurité
Unclassified

Canada

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page 19



REQUEST FOR SERVICE CONTRACT CHECKLIST - RCM / PROJECT AUTHORITY

Contract Number: F6140-180020 (722615-004)

Type of Contract: ☒ Service ☐ Construction

NOTE: This checklist is not required for Call-Up's Against Standing Offer Agreements, Grants & Contribution Agreements nor Service Contracts less than \$1,000.00 (tax excluded).

SPECIAL RESTRICTIONS:

Special restrictions have been placed on the purchase, rental, or lease of some types of goods and services.

The following table provides a list of some of the restricted items that you must be aware of:

- Public Opinion Research (PWGSC);
- Legal Services (Dept. of Justice);
- Temporary Help Services (S.O. - max. of 20 weeks with RCM's signature, Senior Mgt signature required for amendments over this time);
- Procurement of Firearms;
- Research and Development (PWGSC);
- Printing - goods contracts;
- Contracting with Former Public Servants (Regional Material Management);
- Expert Witness (Regional Material Management).

(More information can be found at the following F&A 101 website:

<http://w02intra01.nrc.dfo-mpo.gc.ca/ENGLISH/CorpsccvF&A101/procure/restrict/restrict.htm>).

CAUTIONS:

The Department has put cautions/special policies in place. The following list is a sample of a few. Please consult with your regional contracting office if you are entering into a contract for these services -

- Aircraft charters;
- Vessel charters;
- Diving - Departmental Diving Safety Procedures;
- Employee/Employer relationship;
- Long term leasing of capital assets, office/warehouse space and real property.

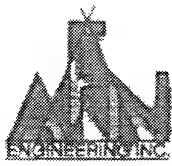
	Yes	No	N/A	Comments
01. Is this within the Department's mandate & Program objectives?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
02. Complete Statement of Work with clearly identified stages of work to be carried out:				
Title	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Start & Completion dates (incl. Multi-Year contract)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Background Statement	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Clear description (objectives to be attained)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Description of scope of work + existing resource material	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Phases of work	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Details of any constraints imposed (i.e. policies, standards)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Departmental support required (i.e. use of assets or work on site)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Specific details re responsibilities of the client & contractor	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Requirements for progress meetings	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Deliverables to be provided (e.g. progress report, milestone, etc.)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Estimate of anticipated level of effort required	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Time schedule for completion of each stage of the work	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Location of work (on or off site)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Recommended sources (vendor)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
03. Is it a Non-competitive/Sole-source contract?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
If so, clear justification note must be documented in file consistent with TB policy	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
04. Has the obligation been entered into Abacus?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	to be completed
05. Have Official Languages issues been considered in accordance with Part IV of the Official Languages Act?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
06. If security issues are applicable:				
Has a SRCL been completed?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Copy of security clearance or e-mail from DFO security verifying approved clearance is required on file	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
http://www.tbs-scl.gc.ca/tbsi-fact/dmtd/350-103.pdf				

	Yes	No	N/A	Comments
07. Have Risk Management issues being addressed by Project Authority? Does the Company/Individual have:				
Workmen's compensation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	to be provided
Insurance requirements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	to be provided
Bonds/Security deposit required	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Accident Disability Insurance	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Environmental Assessment, if required, on file	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
OSH (i.e. safety briefings, copy of contractor's certifications)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Qualifications (i.e. copy of résumé, confirmation of educational/professional requirements, etc.)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
08. Competitive Contract - list of potential suppliers, copies of proposals, quotes.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
09. Copy of Signed Contract?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	to be provided
10. Supporting Documentations and Location:				
Copies of Progress Reports in file # _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Copy of Final Report in file # _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Vendor Performance & Evaluation Report on file or sent to Contracting if awarded by Contracting.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
11. AMENDMENT TO CONTRACT: (i.e. increase in level of effort, scope of work increase/decrease, increase/decrease in required resources)				
• Clear rationale is documented on file	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Obligation in Abacus	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Amendment to contractor for signature	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Signed copy on file	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Project Authority's Signature: <u>Shirley Hagan</u>	Date: <u>Aug 16/18</u>
RCM Signature: <u>Paul Lin</u>	Date: <u>Aug 16/18</u>

<p>* REMINDER note for Sole-Source Justification</p> <p>Please note that the following are the exceptions for sole source as per TB policy:</p> <ul style="list-style-type: none"> the need is one of pressing emergency in which delay would be injurious to the public interest; the estimated expenditure does not exceed: <ul style="list-style-type: none"> \$25,000; or \$100,000, where the contract is for acquisition of architectural, engineering and other services required in respect of the planning, design, preparation or supervision of the construction, repair, renovation or restoration of a work; the nature of the work is such that it would not be in the public interest to solicit bids (i.e. national security); or only one person or firm is capable of performing the contract (i.e. patent or copyright).
--

**Pages 337 to / à 350
are duplicates of
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pages 20 to / à 33**



AFN ENGINEERING INC.

Mailing Address: 29 Brad Gushue Crescent, St. John's, NL, A1H 0A3
Ph: (709) 748-7175
Fax: (709) 368-6377

s.24(1)

INVOICE # 2100
PROJECT: 6-026

20 November 2018

Fisheries and Oceans Canada
John Cabot Building, 10 Barter's Hill
P.O. Box 5667
St. John's, NL, A1C 5X1

Attention: DFO Finance – Leighann Saunders

RE: Concrete Launchway – Inspection Services – Harbour Breton, NL


- Project Officer – Sheila Hogarth
- DFO Order No. F6140-180020
- Departmental Financial Code: 18410-610-284-0810-10231-6

Invoice for engineering services related to the above noted project.

To Upset Limit of contract.....\$40,640.00

H. S. T. (15%); \$6,096.00

TOTAL THIS INVOICE: \$46,736.00

Account Due When Rendered
HST # 

Mailing Address: 29 Brad Gushue Crescent, St. John's, NL, A1H 0A3

AFN Engineering Inc.

Nov. 1/18

s.19(1)
s.20(1)(b)
s.20(1)(c)



Construction Inspection Services

Item	Description	Anticipated Start Date	Anticipated Duration (weeks)	Keep Fixed @ 50 hours/week	Proposed Hourly Rate	Calculated Subtotal	Fixed Allowance for Designer (RFI's, submittals + Concrete Coordination & Testing)	Calculated Total	Inspector's Name
1	Concrete Launchway Construction, Harbour Breton, NL	September 4, 2018	11					34700	
	Amount to							5940	
	amend to Nov 16/18								

Notes: 1. Projects, Anticipated Start Dates and Anticipated Durations are subject to change.
2. Contractor to provide Inspector's room and board and on-site office per project specification. Therefore, these costs should not be included by consultant.

Original contract: \$ 34,700

Amount to Amend: \$ 5,940

New Total \$ 40,640

PARTIAL PAYMENTS

CODING: 18410-610-284-0810-10085

CONTRACTOR: AEN

CONTRACT/CONSIGNEE #: F6140-180014

IPI # 720473003

AMOUNT: \$ 51,680.⁰⁰

PAYMENT DATE	INVOICE #	AMOUNT	BALANCE
Nov 23/18	2103	\$51,680. ⁰⁰	0



Fisheries and Oceans Canada
Pêches et Océans Canada

PURCHASE ORDER

This Purchase Order is made as of the contract award date below between Her Majesty the Queen in Right of Canada (hereinafter referred to as "Her Majesty") represented by the Minister of Fisheries and Oceans (hereinafter referred to as "Fisheries and Oceans Canada") and the supplier (as named herein).

SUPPLIER – FOURNISSEUR
AFN ENGINEERING 29 BRAD GUSHUE CRES ST. JOHN'S, NL A1H 0A3 Canada

ISSUED BY - PRÉPARÉ PAR
SCH ENGINEERING & IFHP JOHN CABOT BLDG., 10 BARTER'S HILL PO BOX 5667 ST JOHN'S, NL A1C 5X1 Tel: 709 772-7026 E-mail: LEIGHANN.SAUNDERS@DFO.MPO.GC.CA

COMMANDE D'ACHAT

Cette commande d'achat est faite en date d'octroi de contrat ci-dessous entre Sa Majesté la Reine du chef du Canada (ci-après appelée "Sa Majesté") représentée par le Ministère des Pêches et Océans Canada (ci-après appelé "Pêches et Océans Canada") et le Fournisseur (tel qu'indiqué dans les présentes).

IMPORTANT The Contract No. must appear on invoices, B/L, packing lists, correspondence and outside containers. Le No. de contrat doit être indiqué sur les factures, les connaissements, les listes d'emballage, la correspondance et à l'extérieur des contenants.	
Contract No./No. de contrat.	F6140-180014
Amend. No./No. de modif	1

Contract Award Date/ Date d'octroi de contrat	30-JUL-2018
Address Enquiries to - Adresser toute demande à COLLINS, MICHAEL S. Tel: 709 682-3237 E-mail: Michael.Collins2@dfo-mpo.gc.ca	

SHIP TO/ EXPÉDIER À: F6140	BILL TO/ FACTURER À: DFO.invoicing-facturation.MPO@cnmude.ca
SMALL CRAFT HARBOURS EASTERN-NL NORTHWEST ATLANTIC FISHERIES CENTRE PO BOX 5667 ST JOHN'S, NL A1C 5X1 Canada	DFO-ACCOUNTS PAYABLE/MPO-COMPTES PAYABLE PO BOX 1901, STN A / CP 1901, STN A FREDERICTON, NB E3B 5G4 Canada Attn: SAUNDERS, LEIGHANN

Departmental Financial Codes - Codes financiers ministériels 18410-610-284-0810-10085-6		Freight Terms - Conditions pour les frais de transport	
Contract End Date - Date de fin du contrat			
FOB - FAR	PST No. - N° de TVP Exemption	HST/GST - TPS / TVH EXTRA	Estimated Total Cost - Prix total prévu 51,680 00 CAD (Tax excl. taxes) Taxes exclues

Continued/ suite...

Canada



Fisheries and Oceans
Canada

Pêches et Océans
Canada

Page

2

of/le

3

PURCHASE ORDER
(Continuation sheet)

COMMANDE D'ACHAT
(suite)

P.O. No. - N° de commande
F6140-180014
Amend. No. - N° de modif.
1

The Vendor agrees to provide to Fisheries and Oceans Canada the goods or services identified at the specified prices and in accordance with all terms and conditions of this Purchase order.

Le Fournisseur accepte de fournir Pêches et Océans Canada les biens ou services identifiés dans les présentes en conformité avec les prix spécifiés et avec les modalités de cette commande d'achat.

Continued/ suite...

Item no. No Article	Description Description	Delivery Date Date de livraison	Quantity Quantité	U of I U de D	Unit Price Prix unitaire	Extended Cost Prix total prévu
1	720473003 - Inspection Services for Canal Wall Reconstruction - Calvert	05-OCT-18	34400	EA ACH-EACH/C HACUN	1.00	34,400.00
2	720473003 - Amendment Due to Additional Work - As per Details Attached	15-NOV-18	17200	EA ACH-EACH/C HACUN	1.00	17,200.00

Canada



PURCHASE ORDER
(Continuation sheet)

COMMANDE D'ACHAT
(suite)

P.O. No. - N° de commande
F6140-180014
Amend. No. - N° de modif.
1

The following documents form part of this Purchase Order. The supplier recognizes and agrees to all terms and conditions set out in this request, including:

Les documents ci-joints font partie intégrale de cette commande d'achat. Le Fournisseur convient et accepte tous les termes et conditions tels que décrits dans cette demande, incluant:

Continued/ suite...

General Conditions (Professional Services)

FOR THE SUPPLIER - POUR LE FOURNISSEUR		
Signature	Witness - Témoin	Date
		Nov. 7/18
Print or type - Imprimer ou dactylographier	Position title - Titre du poste	
Noel Hunt	President	
Signature	Witness - Témoin	Date
Print or type - Imprimer ou dactylographier	Position title - Titre du poste	
APPROVED FOR THE MINISTER - APPROUVÉ POUR LE MINISTRE		
Signature	Position title - Titre du poste	Date
	Regional Director Small Craft Harbours Newfoundland and Labrador Region	Nov 1/18
Print or type - Imprimer ou dactylographier		
William Goulding		



Fisheries and Oceans
Canada

Pêches et Océans
Canada

PURCHASE ORDER

This Purchase Order is made as of the contract award date below between Her Majesty the Queen in Right of Canada (hereinafter referred to as "Her Majesty") represented by the Minister of Fisheries and Oceans (hereinafter referred to as "Fisheries and Oceans Canada") and the supplier (as named herein).

SUPPLIER – FOURNISSEUR

AFN ENGINEERING
29 BRAD GUSHUE CRES
ST. JOHN'S, NL A1H 0A3
Canada

ISSUED BY - PRÉPARÉ PAR

SCH ENGINEERING & IFHP
JOHN CABOT BLDG., 10 BARTER'S HILL
PO BOX 5667
ST JOHN'S, NL A1C 5X1

Tel: 709 772-7026

E-mail: LEIGHANN.SAUNDERS@DFO-MPO.GC.CA

COMMANDE D'ACHAT

Cette commande d'achat est faite en date d'octroi de contrat ci-dessous entre Sa Majesté la Reine du chef du Canada (ci-après appelée "Sa Majesté") représenté par le Ministre des Pêches et Océans Canada (ci-après appelé "Pêches et Océans Canada") et le Fournisseur (tel qu'indiqué dans les présentes).

IMPORTANT

The Contract No. must appear on invoices, B/L, packing lists, correspondence and outside containers.
Le No. de contrat doit être indiqué sur les factures, les connaissements, les listes d'emballage, la correspondance et à l'extérieur des contenants.

Contract No./ No. de contrat. **F6140-180014**

Amend. No./No. de modif **1**

Contract Award Date/

Date d'octroi de contrat

30-JUL-2018

Address Enquiries to - Adresser toute demande à

COLLINS, MICHAEL S.

Tel: 709 682-3237

E-mail: Michael.Collins2@dfo-mpo.gc.ca

SHIP TO/
EXPÉDIER À: **F6140**

BILL TO/
FACTURER À: **DFO.invoicing-facturation.MPO@canada.ca**

**SMALL CRAFT HARBOURS EASTERN-NL
NORTHWEST ATLANTIC FISHERIES CENTRE
PO BOX 5667
ST.JOHN'S,NL A1C 5X1
Canada**

**DFO-ACCOUNTS PAYABLE/MPO-COMPTES PAYABLE
PO BOX 1901, STN A / CP 1901, STN A
FREDERICTON,NB E3B 5G4
Canada**

Attn: SAUNDERS,LEIGHANN

Departmental Financial Codes - Codes financiers ministériel

18410-610-284-0810-10085-6

Freight Terms - Conditions pour les frais de transport

Contract End Date - Date de fin du contrat

FOB – FAR

PST No. - N° de TVP Exemption

HST/GST - TPS /

TVH

EXTRA

Estimated Total Cost - Prix total prévu

51,680.00 CAD

(Tax excluded)/(Taxe excluse)

Continued/ suite...

Canada



PURCHASE ORDER
(Continuation sheet)

COMMANDE D'ACHAT
(suite)

P.O. No. - N° de commande

F6140-180014

Amend. No. - N° de modif.

1

The Vendor agrees to provide to Fisheries and Oceans Canada the goods or services identified at the specified prices and in accordance with all terms and conditions of this Purchase order.

Le Fournisseur accepte de fournir Pêches et Océans Canada les biens ou services identifiés dans les présentes en conformité avec les prix spécifiés et avec les modalités de cette commande d'achat.

Continued/ suite...

Item no. No Article	Description Description	Delivery Date Date de livraison	Quantity Quantité	U of I U de D	Unit Price Prix unitaire	Extended Cost Prix total prévu
1	720473003 - Inspection Services for Canal Wall Reconstruction - Calvert	05-OCT-18	34400	EA /CH-EACH/C HACUN	1.00	34,400.00
2	720473003 - Amendment Due to Additional Work - As per Details Attached	15-NOV-18	17280	EA /CH-EACH/C HACUN	1.00	17,280.00



PURCHASE ORDER
(Continuation sheet)

COMMANDE D'ACHAT
(suite)

P.O. No. - N° de commande

F6140-180014

Amend. No. - N° de modif.

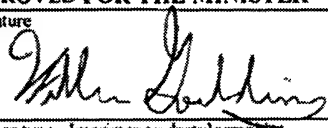
1

The following documents form part of this Purchase Order. The supplier recognizes and agrees to all terms and conditions set out in this request, including:

Les documents ci-joints font partie intégrale de cette commande d'achat. Le Fournisseur convient et accepte tous les termes et conditions tels que décrits dans cette demande, incluant:

Continued/ suite...

General Conditions (Professional Services)

FOR THE SUPPLIER - POUR LE FOURNISSEUR		
Signature	Witness - Témoin	Date
Print or type - Imprimer ou dactylographier	Position title - Titre du poste	
Signature	Witness - Témoin	Date
Print or type - Imprimer ou dactylographier	Position title - Titre du poste	
APPROVED FOR THE MINISTER - APPROUVÉ POUR LE MINISTRE		
Signature 	Position title - Titre du poste Regional Director Small Craft Harbours Newfoundland and Labrador Region	Date Nov 1/18
Print or type - Imprimer ou dactylographier William Goulding		



Fisheries and Oceans Canada
Pêches et Océans Canada

PURCHASE ORDER

This Purchase Order is made as of the contract award date below between Her Majesty the Queen in Right of Canada (hereinafter referred to as "Her Majesty") represented by the Minister of Fisheries and Oceans (hereinafter referred to as "Fisheries and Oceans Canada") and the supplier (as named herein).

SUPPLIER - FOURNISSEUR

AFN ENGINEERING
29 BRAD GUSHUE CRES
ST. JOHN'S, NL A1H 0A3
Canada

ISSUED BY - PRÉPARÉ PAR

SCH ENGINEERING & IFHP
JOHN CABOT BLDG., 10 BARTER'S HILL
PO BOX 5667
ST JOHN'S, NL A1C 5X1

Tel: 709 772-7026
E-mail: LEIGHANN.SAUNDERS@DFO-MPO.GC.CA

COMMANDE D'ACHAT

Cette commande d'achat est faite en date d'octroi de contrat ci-dessous entre Sa Majesté la Reine du chef du Canada (ci-après appelée "Sa Majesté") représentée par le Ministre des Pêches et Océans Canada (ci-après appelé "Pêches et Océans Canada") et le Fournisseur (tel qu'indiqué dans les présentes).

IMPORTANT

The Contract No. must appear on invoices, B/L, packing lists, correspondence and outside containers.
Le No. de contrat doit être indiqué sur les factures, les connaissements, les listes d'emballage, la correspondance et à l'extérieur des contenants.

Contract No./No. de contrat. **F6140-180014**

Amend. No./No. de modif **0**

Contract Award Date/
Date d'octroi de contrat **30-JUL-2018**

Address Enquiries to - Adresser toute demande à
COLLINS, MICHAEL S.

Tel: 709 682-3237
E-mail: Michael.Collins2@dfo-mpo.gc.ca

SHIP TO / EXPÉDIER À: F6140		BILL TO / FACTURER À: DFO.invoicing-facturation.MPO@canada.ca	
SMALL CRAFT HARBOURS EASTERN-NL NORTHWEST ATLANTIC FISHERIES CENTRE PO BOX 5667 ST.JOHN'S,NL A1C 5X1 Canada		DFO-ACCOUNTS PAYABLE/MPO-COMPTES PAYABLE PO BOX 1901, STN A / CP 1901, STN A FREDERICTON,NB E3B 5G4 Canada Attn: SAUNDERS,LEIGHANN	
Departmental Financial Codes - Codes financiers ministériel 18410-610 284 0810-10085 6		Freight Terms - Conditions pour les frais de transport	
		Contract End Date - Date de fin du contrat	
FOB - FAR	PST No. - N° de TVP Exemption	HST/GST - TPS / TVH EXTRA	Estimated Total Cost - Prix total prévu 34,400.00 CAD (Tax excluded)/(Taxe exclue)

Continued/ suite...

Canada



Fisheries and Oceans
Canada

Pêches et Océans
Canada

Page

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of/da

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PURCHASE ORDER
(Continuation sheet)

COMMANDE D'ACHAT
(suite)

P.O. No. - N° de commande

F6140-180014

Amend. No. - N° de modif.

0

The Vendor agrees to provide to Fisheries and Oceans Canada the goods or services identified at the specified prices and in accordance with all terms and conditions of this Purchase order.

Le Fournisseur accepte de fournir Pêches et Océans Canada les biens ou services identifiés dans les présentes en conformité avec les prix spécifiés et avec les modalités de cette commande d'achat.

Continued/ suite...

Item no. No Article	Description Description	Delivery Date Date de livraison	Quantity Quantité	U of I U de D	Unit Price Prix unitaire	Extended Cost Prix total prévu
1	720473003 - Inspection Services for Canal Wall Reconstruction - Culvert	05-OCT-18	31400	EA /CH-EACH/ HACUN	1.00	31,400.00

Canada



Fisheries and Oceans
Canada

Pêches et Océans
Canada

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of/da

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PURCHASE ORDER
(Continuation sheet)

COMMANDE D'ACHAT
(suite)

P.O. No. - N° de commande

F6140-180014

Amend. No. - N° de modif.



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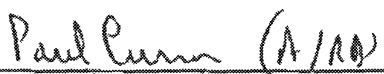
The following documents form part of this Purchase Order. The supplier recognizes and agrees to all terms and conditions set out in this request, including:

Les documents ci-joints font partie intégrale de cette commande d'achat. Le Fournisseur convient et accepte tous les termes et conditions tels que décrits dans cette demande, incluant:

Continued/ suite...

General Conditions (Professional Services)

FOR THE SUPPLIER - POUR LE FOURNISSEUR		
Signature 	Witness - Témoin 	Date JUL 31 / 18
Print or type - Imprimer ou dactylographier Neil Hunt	Position title - Titre du poste President	
Signature	Witness - Témoin	Date
Print or type - Imprimer ou dactylographier	Position title - Titre du poste	

APPROVED FOR THE MINISTER - APPROUVÉ POUR LE MINISTRE		
Signature 	Position title - Titre du poste Regional Engineer Small Craft Harbours Newfoundland and Labrador Region	Date July 31 / 18
Print or type - Imprimer ou dactylographier Paul Curran		

Canada

Statement of Work

Project Title: Calvert – Canal Wall Reconstruction – Inspection

Completion Date: October 05, 2018

Location of Work: AFN Engineering Inc.
29 Brad Gushue Crescent
St. John's, NL
A1H 0A3

Background Statement: See attached Request for Engineering Services.

Scope of Work: See attached Request for Engineering Services.

All equipment necessary to perform the work will be the responsibility of the contractor.

Conditions of Work:

1. Consultant must provide:
 - a. A Corporate Health and Safety Plan that outlines:
 - i. Corporate Policies and Procedures,
 - ii. Site Specific Safety Plan
 - b. Proof of Third Party Liability Insurance; and

Deliverables: The project deliverables will be the completion of the above work identified in the Request for Engineering Services.

Method of Payment: The Consultant will be paid upon submission of proper invoicing to Small Craft Harbours.

Pricing: The total of this lump sum contract is: **\$34,400.00 (+HST)** (See attached)

Payment Terms: Net 30 days

All applicable taxes (HST) to be listed and added separately

Project Manager:

Mike Collins, P.Eng.

Consultant:

Neil Hunt, P.Eng
President & CEO
AFN Engineering Inc.
29 Brad Gushue Crescent
St. John's, NL
A1H 0A3
Telephone: (709) 748-7175
Fax: (709) 368-6377



Request for Engineering Services

Consultant to provide pricing to complete the scope of work in accordance with industry accepted standards and practices.

Scope of Work

Small Craft Harbours is requesting that an engineering consultant provide full-time inspection services for canal wall reconstruction in Calvert, NL.

The detailed scope of work includes the following:

1. Inspection to ensure contractor complies with the Construction Documents. Monitor the work and advise the Contractor of any non-compliance and report back to the Designated Representative (DR) with any issues.
2. Perform submittal/shop drawing reviews as required.
3. Preparation of site reports and photographs detailing any deficiencies and progress of construction.

Consultant to provide pricing to complete the scope of work in accordance with industry accepted standards and practices.

SCH will be responsible for management of the project.

All work to be in metric units.

Deliverables: Site reports and photographs detailing progress, and reviewed submittals/shop drawings.

Work Scope is to be completed and accepted by Small Craft Harbours by October 05, 2018 which is the anticipated construction completion date.

Construction Inspection Services

Item	Description	Anticipated Start Date	Anticipated Duration (weeks)	Keep Fixed @ 60 hours/week	Proposed Hourly Rate	Calculated Subtotal	Fixed Allowance for Designer (RIT's submittals)	Calculated Total	Inspector's Name
1	Canal Wall Reconstruction - Clavert, NL	Aug 1, 2018						\$34,400.00	

Notes: 1. Project, Anticipated Start Dates and Anticipated Durations are subject to change.
2. Consultant to be paid for actual hours.



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité
Unclassified

SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	2. Branch or Directorate / Direction générale ou Direction Small Craft Harbours	
3. a) Subcontract Number / Numéro du contrat de sous-traitance AFN Engineering Inc. 29 Brad Gushue Crescent	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant St. John's, NL A1H 0A3	
4. Brief Description of Work / Brève description du travail To provide inspection services for canal walls reconstruction in Calvert, NL.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui		
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui		
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui		
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui		
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies) / Préciser le(s) pays	Specify country(ies) / Préciser le(s) pays	Specify country(ies) / Préciser le(s) pays
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
Unclassified

Canada



Government of Canada
Gouvernement du Canada

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PART A - PERSONNEL (PARTIE A - PERSONNEL)			
9 a) Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? If Yes, indicate the level of sensitivity: Dans l'affirmative, indiquer le niveau de sensibilité:	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui		
9 b) Will the supplier require access to extremely sensitive INFOSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui		
Short Title(s) of material / Titre(s) abrégé(s) du matériel: Document Number / Numéro du document:			
PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)			
10 a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis			
<input type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			
Special comments: Commentaires spéciaux:			
NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided. REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.			
10 b) May unscreened personnel be used for portions of the work? Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?		<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui	<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui
PART C - SAFEGUARDS SUPPLIER / PARTIE C - MESURES DE PROTECTION FOURNISSEUR			
INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS			
11 a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
11 b) Will the supplier be required to safeguard COMSEC information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
PRODUCTION			
11 c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)			
11 d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
11 e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
Unclassified

Canada



Gouvernement
du Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

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Unclassified

PART C (continued) / PARTIE C (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet) the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information Assets Renseignements / Données Production																
IT Assets / Support TI																
IT Tools / Outils électroniques																

12 a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12 b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

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Unclassified

PART C AUTHORIZATION PARTIE C AUTORISATION			
13 Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Paul Curran		Title - Titre Regional Engineer	Signature
Telephone No. - N° de téléphone 709-772-6660	Facsimile No. - N° de télécopieur 709-772-3765	E-mail address - Adresse courriel paul.curran@dfo-mpo.gc.ca	Date July 27, 2018
14 Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Jeff Foster		Title - Titre Departmental Security Officer	Signature
Telephone No. - N° de téléphone 813-891-4413	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel jeff.foster@dfo-mpo.gc.ca	Date
15 Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
16 Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17 Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées) Jeff Foster		Title - Titre Departmental Security Officer	Signature
Telephone No. - N° de téléphone 813-891-4413	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel jeff.foster@dfo-mpo.gc.ca	Date

TBS/SCT 350-103(2004/12)

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Unclassified

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REQUEST FOR SERVICE CONTRACT CHECKLIST - RCM / PROJECT AUTHORITY

Contract Number: _____

Type of Contract: ☒ Service ☐ Construction

NOTE: This checklist is not required for Call-Up's Against Standing Offer Agreements, Grants & Contribution Agreements nor Service Contracts less than \$1,000.00 (tax excluded).

SPECIAL RESTRICTIONS:

Special restrictions have been placed on the purchase, rental, or lease of some types of goods and services. The following table provides a list of some of the restricted items that you must be aware of:

- Public Opinion Research (PWGSC)
- Legal Services (Dept. of Justice)
- Temporary Help Services (S.O. - max. of 20 weeks with RCM's signature, Senior Mgt signature required for amendments over this time)
- Procurement of Firearms
- Research and Development (PWGSC)
- Printing - goods contracts
- Contracting with Former Public Servants (Regional Material Management)
- Expert Witness (Regional Material Management)

(More information can be found at the following F&A 101 website:
<http://w02intra01.nrc.dfo-mpo.gc.ca/ENGLISH/Corpaccu/F&A101/procedure/restrict/restrict.htm>).

CAUTIONS:

The Department has put cautions/special policies in place. The following list is a sample of a few. Please consult with your regional contracting office if you are entering into a contract for these services -

- Aircraft charters;
- Vessel charters;
- Diving - Departmental Diving Safety Procedures;
- Employee/Employer relationship;
- Long term leasing of capital assets, office/warehouse space and real property

	Yes	No	N/A	Comments
01. Is this within the Department's mandate & Program objectives?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
02. Complete Statement of Work with clearly identified stages of work to be carried out				
Title	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Start & Completion dates (incl. Multi-Year contract)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Background Statement	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Clear description (objectives to be attained)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Description of scope of work + existing resource material	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Phases of work	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Details of any constraints imposed (i.e. policies, standards)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Departmental support required (i.e. use of assets or work on site)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Specific details re responsibilities of the client & contractor	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Requirements for progress meetings	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Deliverables to be provided (e.g. progress report, milestone, etc.)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Estimate of anticipated level of effort required	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Time schedule for completion of each stage of the work	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Location of work (on or off site)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Recommended sources (vendor)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
03. Is it a Non-competitive/Sole-source contract ?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
If so, clear justification note must be documented in file consistent with TB policy	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
04. Has the obligation been entered into Abacus?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	to be completed
05. Have Official Languages issues been considered in accordance with Part IV of the Official Languages Act?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
06. If security issues are applicable:				
Has a SRCL been completed?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Copy of security clearance or e-mail from DFO security verifying approved clearance is required on file http://www.tbs-sct.gc.ca/tbsf-fsct/dwnld/350-103.pdf	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	

	Yes	No	N/A	Comments
07. Have Risk Management issues being addressed by Project Authority?				
Does the Company/Individual have:				
Workmen's compensation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	to be provided
Insurance requirements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	to be provided
Bonds/Security deposit required	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Accident Disability Insurance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Environmental Assessment, if required, on file	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
OSH (i.e. safety briefings, copy of contractor's certifications)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Qualifications (i.e. copy of résumé, confirmation of educational/professional requirements, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
08. Competitive Contract - list of potential suppliers, copies of proposals, quotes.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
09. Copy of Signed Contract?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	to be provided
10. Supporting Documentations and Location:				
Copies of Progress Reports in file #...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Copy of Final Report in file #...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Vendor Performance & Evaluation Report on file or sent to Contracting if awarded by Contracting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
11. AMENDMENT TO CONTRACT: (ie. increase in level of effort, scope of work increase/decrease, increase/decrease in required resources)				
Clear rationale is documented on file	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Obligation in Abscus	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Amendment to contractor for signature	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Signed copy on file	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

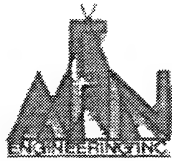
Project Authority's Signature: <u>Paul Curran</u>	Date: <u>July 27/18</u>
RCM Signature: <u>Paul Curran</u>	Date: <u>July 27/18</u>

*** REMINDER note for Sole-Source Justification**

Please note that the following are the exceptions for sole source as per TB policy:

- the need is one of pressing emergency in which delay would be injurious to the public interest;
- the estimated expenditure does not exceed:
 - \$25,000; or
 - \$100,000, where the contract is for acquisition of architectural, engineering and other services required in respect of the planning, design, preparation or supervision of the construction, repair, renovation or restoration of a work;
- the nature of the work is such that it would not be in the public interest to solicit bids (i.e. national security); or
- only one person or firm is capable of performing the contract (i.e. patent or copyright).

**Pages 373 to / à 386
are duplicates of
sont des duplicatas des
pages 20 to / à 33**



AFN ENGINEERING INC.

s.24(1)

Mailing Address: 29 Brad Gushue Crescent, St. John's, NL, A1H 0A3
Ph: (709) 748-7175
Fax: (709) 368-6377

**INVOICE # 2103
PROJECT: 6-020**

23 November 2018

Fisheries and Oceans Canada
John Cabot Building, 10 Barter's Hill
P.O. Box 5667
St. John's, NL, A1C 5X1

Attention: DFO Finance – Leighann Saunders

RE: Canal Wall Reconstruction – Calvert, NL – Inspection Services

- Project Officer – Mike Collins, P.Eng.
- DFO Order No. F6140-180014
- Departmental Financial Code: 18410-610-284-0810-10085-6

Invoice for engineering services related to the above noted project.

To Upset Limit of contract.....\$51,680.00

H. S. T. (15%): \$7,752.00

TOTAL THIS INVOICE: \$59,432.00

Account Due When Rendered
HST # 

Mailing Address: 29 Brad Gushue Crescent, St. John's, NL, A1H 0A3

PURCHASE ORDER

This Purchase Order is made as of the contract award date below between Her Majesty the Queen in Right of Canada (hereinafter referred to as "Her Majesty") represented by the Minister of Fisheries and Oceans (hereinafter referred to as "Fisheries and Oceans Canada") and the supplier (as named herein).

SUPPLIER – FOURNISSEUR
AFN ENGINEERING 29 BRAD GUSHUE CRES ST. JOHN'S, NL A1H 0A3 Canada

ISSUED BY - PRÉPARÉ PAR
SCH ENGINEERING & IFHP JOHN CABOT BLDG., 10 BARTER'S HILL PO BOX 5667 ST JOHN'S, NL A1C 5X1 Tel: 709 772-7026 E-mail: LEIGHANN.SAUNDERS@DFO-MPO.GC.CA

COMMANDE D'ACHAT

Cette commande d'achat est faite en date d'octroi de contrat ci-dessous entre Sa Majesté la Reine du chef du Canada (ci-après appelée "Sa Majesté") représentée par le Ministre des Pêches et Océans Canada (ci-après appelé "Pêches et Océans Canada") et le Fournisseur (tel qu'indiqué dans les présentes).

IMPORTANT	
The Contract No. must appear on invoices, B/L, packing list, correspondence and outside containers. Le No. de contrat doit être indiqué sur les factures, les connaissements, les listes d'emballage, la correspondance et à l'extérieur des conteneurs.	
Contract No./ No. de contrat	F6139-180079
Amend. No./No. de modif	0

Contract Award Date/ Date d'octroi de contrat	04-DEC-2018
Address Enquiries to - Adresser toute demande à DOYLE, JOHN A Tel: 709 772-5056 E-mail: JOHN.DOYLE@DFO-MPO.GC.CA	

SHIP TO/ EXPÉDIER À: F6139	BILL TO/ FACTURER À: DFO Invoicing/Facturation.MPO@canada.ca
SCH ENGINEERING & IFHP JOHN CABOT BLDG., 10 BARTER'S HILL PO BOX 5667 ST JOHN'S, NL A1C 5X1 Canada	DFO-ACCOUNTS PAYABLE/MPO-COMPTES PAYABLE PO BOX 1901, STN A / CP 1901, STN A FREDERICTON, NB E3B 5G4 Canada Attn: SAUNDERS, LEIGHANN

Departmental Financial Codes - Codes financiers ministériel 18239-618-120-0630-10491-6		Freight Terms - Conditions pour les frais de transport	
Contract End Date - Date de fin du contrat			
FOB - FAR	PST No. - N° de TVP Exemption	HST/GST - TPS / TVH EXTRA	Estimated Total Cost - Prix total prévu 83,000.00 CAD (Tax excluded/Taxe exclue)

Continued/ suite



Fisheries and Oceans
Canada

Pêches et Océans
Canada

Page

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PURCHASE ORDER
(Continuation sheet)

COMMANDE D'ACHAT
(suite)

P.O. No. - N° de commande	F6139-180079
Amend. No. - N° de modif.	0

The Vendor agrees to provide to Fisheries and Oceans Canada the goods or services identified at the specified prices and in accordance with all terms and conditions of this Purchase order.

Le Fournisseur accepte de fournir Pêches et Océans Canada les biens ou services identifiés dans les présentes en conformité avec les prix approuvés et avec les modalités de cette commande d'achat.

Continued/ suite

Item no. No Article	Description Description	Delivery Date Date de livraison	Quantity Quantité	U of I U de D	Unit Price Prix unitaire	Extended Cost Prix total prévu
1	722336002 - Construction Inspection Services - St. George's (Year 1 of 2) (As per attached Statement of Work)	08-MAY-19	58000	EA /CH-EACH/C HACUN	1.00	58,000.00
2	722336002 - Construction Inspection Services - St. George's (Year 2 of 2) (As Per attached Statement of Work)	01-APR-19	25000	EA /CH-EACH/C HACUN	1.00	25,000.00

Canada



Fisheries and Oceans
Canada

Pêches et Océans
Canada

Page

3	of 3	3
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PURCHASE ORDER
(Continuation sheet)

COMMANDE D'ACHAT
(suite)

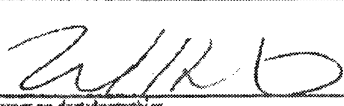
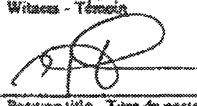

P.O. No. - N° de commande	F6139-180079
Amend. No. - N° de modif.	0

The following documents form part of this Purchase Order. The supplier recognizes and agrees to all terms and conditions set out in this request, including:

Les documents ci-joints font partie intégrale de cette commande d'achat. Le Fournisseur convient et accepte tous les termes et conditions tels que décrits dans cette demande, incluant:

Continued/ suite...

General Conditions (Professional Services)

FOR THE SUPPLIER - POUR LE FOURNISSEUR		
Signature 	Witness - Témoin 	Date Dec 5/18
Print or type - Imprimer ou dactylographier Neil Hunt	Position title - Titre du poste President	
Signature	Witness - Témoin	Date
Print or type - Imprimer ou dactylographier	Position title - Titre du poste	
APPROVED FOR THE MINISTER - APPROUVÉ POUR LE MINISTRE		
Signature 	Position title - Titre du poste Regional Engineer Small Craft Harbours Newfoundland and Labrador Region	Date Dec 5/18
Print or type - Imprimer ou dactylographier Paul Curran		

Canada



Fisheries and Oceans
Canada

Pêches et Océans
Canada

PURCHASE ORDER

This Purchase Order is made as of the contract award date below between Her Majesty the Queen in Right of Canada (hereinafter referred to as "Her Majesty") represented by the Minister of Fisheries and Oceans (hereinafter referred to as "Fisheries and Oceans Canada") and the supplier (as named herein).

SUPPLIER - FOURNISSEUR

AFN ENGINEERING
29 BRAD GUSHUE CRES
ST. JOHN'S, NL A1H 0A3
Canada

ISSUED BY - PRÉPARÉ PAR

SCH ENGINEERING & IFHP
JOHN CABOT BLDG., 10 BARTER'S HILL
PO BOX 5667
ST JOHN'S, NL A1C 5X1

Tel: 709 772-7026

E-mail: LEIGHANN.SAUNDERS@DFO-MPO.GC.CA

COMMANDE D'ACHAT

Cette commande d'achat est faite en date d'octroi de contrat ci-dessous entre Sa Majesté la Reine du chef du Canada (ci-après appelée "Sa Majesté") représentée par le Ministre des Pêches et Océans Canada (ci-après appelé "Pêches et Océans Canada") et le Fournisseur (tel qu'indiqué dans les présentes).

IMPORTANT

The Contract No. must appear on invoices, B/L, packing lists, correspondence and outside containers.
Le No. de contrat doit être indiqué sur les factures, les connaissements, les listes d'emballage, la correspondance et à l'extérieur des contenants.

Contract No./ No. de contrat.

F6139-180079

Amend. No./No. de modif

0

Contract Award Date/

Date d'octroi de contrat

04-DEC-2018

Address Enquiries to - Adresser toute demande à

DOYLE, JOHNA

Tel: 709 772-5056

E-mail: JOHN.DOYLE@DFO-MPO.GC.CA

SHIP TO/
EXPÉDIER À: F6139

BILL TO/
FACTURER À: DFO.invoicing-facturation.MPOX@canada.ca

SCH ENGINEERING & IFHP
JOHN CABOT BLDG., 10 BARTER'S HILL
PO BOX 5667
ST JOHN'S, NL A1C 5X1
Canada

DFO-ACCOUNTS PAYABLE/MPO-COMPTES PAYABLE
PO BOX 1901, STN A / CP 1901, STN A
FREDERICTON, NB E3B 5G4
Canada

Attn: SAUNDERS, LEIGHANN

Departmental Financial Codes - Codes financiers ministériel

18230-618-120-0630-10491-6

Freight Terms - Conditions pour les frais de transport

Contract End Date - Date de fin du contrat

FOB - FAR

PST No. - N° de TVQ

HST/GST - TPS /

Estimated Total Cost - Prix total prévu

83,000.00 CAD
(Tax excluded)/(Taxe exclue)

Canada

Continued/ suite...



PURCHASE ORDER
(Continuation sheet)

COMMANDE D'ACHAT
(suite)

P.O. No. - N° de commande
F6139-180079
Amend. No. - N° de modif.
0

The Vendor agrees to provide to Fisheries and Oceans Canada the goods or services identified at the specified prices and in accordance with all terms and conditions of this Purchase order.

Le Fournisseur accepte de fournir Pêches et Océans Canada les biens ou services identifiés dans les présentes en conformité avec les prix spécifiés et avec les modalités de cette commande d'achat.

Continued/ suite...

Item no. No Article	Description Description	Delivery Date Date de livraison	Quantity Quantité	U of I U de D	Unit Price Prix unitaire	Extended Cost Prix total prévu
1	722356002 - Construction Inspection Services - St. George's (Year 1 of 2) (As per attached Statement of Work)	08-MAY-19	58000	EA /CH-EACH/C HACUN	1.00	58,000.00
2	722356002 - Construction Inspection Services - St. George's (Year 2 of 2) (As Per attached Statement of Work)	01-APR-19	25000	EA /CH-EACH/C HACUN	1.00	25,000.00



PURCHASE ORDER
(Continuation sheet)

COMMANDE D'ACHAT
(suite)

P.O. No. - N° de commande

F6139-180079

Amend. No. - N° de modif.

0

The following documents form part of this Purchase Order. The supplier recognizes and agrees to all terms and conditions set out in this request, including:

Les documents ci-joints font partie intégrale de cette commande d'achat. Le Fournisseur convient et accepte tous les termes et conditions tels que décrits dans cette demande, incluant:

Continued/ suite...

General Conditions (Professional Services)

FOR THE SUPPLIER - POUR LE FOURNISSEUR		
Signature	Witness - Témoin	Date
Print or type - Imprimer ou dactylographier	Position title - Titre du poste	
Signature	Witness - Témoin	Date
Print or type - Imprimer ou dactylographier	Position title - Titre du poste	

APPROVED FOR THE MINISTER - APPROUVÉ POUR LE MINISTRE		
Signature	Position title - Titre du poste	Date
Print or type - Imprimer ou dactylographier	Regional Engineer Small Craft Harbours Newfoundland and Labrador Region	Dec 5/18

Statement of Work

Project Title: Construction Inspection Services (2018-2019) –Small Boat Basin Development, St. George's, NL

Contract Number: F6139-180079, IPI #722356-002

Consultant: AFN Engineering Inc.
29 Brad Gushue Cres.
St. John's, NL
A1H 0A3

Completion Date: May 08, 2019

Location of Work: St. George's/Home Office

Background Statement: DFO (SCH) requires the provision of Construction Inspection Services for the Small Boat Basin Development, St. George's, NL.

Scope of Work: See attached Request for Construction Inspection Services.

All equipment necessary to perform the work will be the responsibility of the contractor.

Conditions of Work: Consultant must provide:

- a. A Corporate Health and Safety Plan that outlines:
 - i. Corporate Policies and Procedures,
 - ii. Site Specific Safety Plan
- b. Proof of Third Party Liability Insurance; and

Deliverables: The project deliverable will be the completion of the above work identified in Request of Engineering Services.

Method of Payment: The Consultant will be paid upon submission of proper invoicing to Small Craft Harbours.

Pricing: The total cost for this contract is: **\$83,000.00 (+ hst)** see attached proposal.

Payment Terms: Net 30 days
All applicable taxes (HST) to be listed and added separately

DFO (SCH) Project Manager: John Doyle/ Paul Curran

Request for Engineering Services

Consultant to provide pricing to complete the scope of work in accordance with industry accepted standards and practices.

Scope of Work

See the attached proposal from AFN Engineering Inc. Small Craft Harbors' is looking for the engineering consultant to provide construction inspection services to assist SCH with contract administration associated with the Small Boat Basin Development in St. George's, Newfoundland & Labrador.

The detailed scope of work is as per the attached request for Construction Inspection Services under the Scope of Services heading.

SCH will be managing the engineering consultant company.

All work to be in metric units.

Deliverables: Bi-weekly reports.

Consultant to provide a copy of safety plan.

The Work Scope is to be completed and accepted by Small Craft Harbours and covers the period from Dec 01, 2018 to May 08, 2019.



Construction Inspection Services For Fisheries and Oceans Canada Small Craft Harbours

Small Craft Harbours seeks qualified firms to provide Construction Inspection Services for the construction phase of marine works in Newfoundland for 2018-2019.

Scope of Services:

Provide field inspection services to ensure compliance with plans and specifications. Small Craft Harbours' Designated Representative (DR) will be responsible for management of the project.

Detailed responsibilities include:

- Monitor the work and advise the Contractor of any non-compliance and report back to DR with any issue.
- Prepare daily site reports and photographs detailing equipment and personnel on site each day and summarizing daily work activities. Inspectors are required to be supplied with a digital camera that can produce clear photographs to be used in SCH reports. All photographs to be labeled with the date the photograph was taken and a description.
- Track contracting quantities. Measure and document all construction completed daily with estimated quantities demolished, constructed, installed, etc. Submit quantities for Progress Claims to the office on the 29th of each month signed by both the contractor and inspector.
- Make site observations and check the work to determine whether the work, materials and equipment conform to the contract documents and supplementary conditions. The inspector shall advise the Contractor of any deficiencies or unapproved deviations via memorandum and report to the DR any of these on which the Contractor is tardy or refuses to correct.
- Report to DR if materials and equipment are being incorporated into the project prior to approval of relative shop drawings or samples.
- Assist in the preparation of all deficiency reports, interim, preliminary and final, in collaboration with the DR.
- Communicate with the DR, either by phone or email, on a regular basis to provide construction status updates.
- Coordinate special testing and inspection work as required.



- Verify contractor's as-built drawings.
- Attend meetings as required.
- Other tasks as requested by the DR.

Selection Process:

An evaluation panel composed of SCH staff will review and score the Proposals based on the following selection criteria:

Selection Criteria:

- Qualifications and experience of proposed inspectors including documented experience with performing construction inspection of marine works such as wharves and breakwaters.
- Ability to commit staff for the duration of each project with no change-out without approval of the DR.
- Proposed hourly rates for those providing inspection services and other charges. Consultant to provide pricing to complete the scope of work in accordance with industry accepted standards and practices. Rate is inclusive of all expenses, including any administrative costs. Rate excludes Inspector's room and board and small office, both of which are provided by the Contractor per project specification.

Submittals:

Proposals must address the aforementioned selection criteria and include:

- Inspector's resume identifying experience, qualifications and expertise. Resume should include at least three projects demonstrating specific inspector experience. List projects with brief description, construction cost, and completion dates. Provide a reference for each project.
- Proposed personnel shall be able to perform all services listed in the Scope of Services.
- An interview may be requested before and/or after the submittal deadline date.

Proposal Submittal Deadline:

Complete the Construction Inspection Services Table, attach the requested documentation and return before the deadline of **2 p.m. on November 26, 2018.**

By email to:

Project Manager: John Doyle, Sr. Project Engineer
Fisheries and Oceans Canada
(709) 772-5056

Email address: john.doyle@dfo-mpo.gc.ca

s.19(1)
s.20(1)(b)
s.20(1)(c)

Construction Inspection Services

Item	Description	Anticipated Start Date	Anticipated Duration (weeks)	Keep Fixed @ 50 hours/week	Proposed Hourly Rate	Calculated Subtotal	Fixed Allowance for Designer (BfI's, submittals, Rock Testing & Coordination)	Calculated Total	Inspector's Name
1	Small Boat Basin Development - St. George's	December 3, 2018						\$83,000.00	

Notes: 1. Projects, Anticipated Start Dates and Anticipated Durations are subject to change.
2. Consultant to be paid for actual hours.
3. Contractor to provide inspector's room and board and onsite office per project specification. Therefore, these costs should not be included by consultant.
4. Fixed Allowance for Designer to include: Requests for information (RFI), Review submittals (shop drawings), Hire and coordination of materials testing lab, i.e: rock, etc.

1.0 INTRODUCTION

This proposal is submitted by AFN Engineering Inc. (AFN) in response to a request for resident inspection services at a harbour development site in St. George's, NL. AFN Engineering Inc., is the design engineer of record for this project.

AFN Engineering Inc. (AFN) is a marine/civil engineering firm licensed by PEG-NL to practice engineering in the Province of Newfoundland and Labrador (2017 permit number F0292). The resources of AFN have internal expertise in civil design, structural design, site development, scheduling, time and cost control, project management and contract administration. The firms assignments encompass many aspects of the rehabilitation and new construction of built works marine infrastructure including pre-design services, schematic design, design development, preparation of construction documents, tender call, bid evaluation, construction contract award, construction & contract administration & post construction warranty review, resident & construction supervision and risk management. AFN has worked closely with DFO and DFO over the past fifteen (15) years having managed marine infrastructure projects on behalf of DFO and DFO with a combined construction value in excess of \$150,000,000.

2.0 DEMONSTRATED UNDERSTANDING OF THE SCOPE OF SERVICES

2.1 Resident Inspection Services

AFN understands the intent of the project is to provide resident inspection services for a harbour development project in St. George's, NL. The purpose of the inspector is to:

- inspect, coordinate and monitor all aspects of the work during key periods of the construction of the facility, and liaise with the contractor, DFO and other agencies as appropriate to the work;
- provide resident inspection during key periods of construction work and maintaining records of all construction work placed on behalf of DFO;
- ensure that a sufficient level of communication is maintained with DFO, and the Consultant/Contractor/other organizations where applicable (as determined by DFO).

The inspector will maintain daily records while on site, of all construction work placed (and report directly to DFO). In general, the resident inspector will inspect all phases of the work in progress, for the purpose of documenting discrepancies between the work, the contract documents and accepted construction procedures. This would include inspections related to rock mattress placement (if applicable), treated timber cribwork, structural timber (wheelguard, wheelguard blocking, coping, fenders and ladders), concrete deck, mooring cleats, armour stone, etc. The resident inspector will keep a daily log of such inspections and issue daily/weekly written reports to DFO. While changes in the work can be anticipated for this work, it is understood that the resident inspector shall not authorize or order any change in the work which will constitute a change in design or in the value of the contract, except as delegated by DFO.

2.2 Communication Protocols for the Resident Inspector

The resident inspector will:

- Convey DFO's instructions regarding the required standards of workmanship to the Contractor(s).
- Check specifications, confer and obtain guidance on these findings with DFO.
- Contact DFO immediately when it is apparent that information or action is required of DFO.
- Accompany DFO representatives on inspections and provide reports of the inspections as required by DFO.

- Consider and evaluate any suggestions or modifications to the documents advanced by the Contractor and immediately report these to DFO with comments.
- Ensure that DFO are notified promptly when key pieces and/or components of materials and equipment are delivered, so that these parties can arrange for the appropriate personnel to have an opportunity to inspect same prior to installation.

2.3 Inspector Deliverables

The resident inspector will keep a daily log while on site. The daily log will record the following:

- weather conditions, particularly unusual weather relative to construction activities;
- major material and equipment deliveries;
- daily activities and major work done;
- number of workers on site (full day or part day) and trade represented;
- start, stop or completion of activities;
- presence of inspection and testing firms, tests taken, results, etc.;
- unusual site conditions experienced;
- significant developments, remarks, etc. and special visitors on site;
- authorities given Contractor to undertake certain or hazardous works;
- environmental, safety or other notable incidents;
- reports, instructions from appropriate Authorities Response Actions.

It is understood that based on site/project specific conditions, the items recorded in the daily log may expand or be reduced. The log is the personal property of the inspector and copies of the log book (certified as copies), will be provided at the end of the project to DFO. In addition, Weekly Records will be maintained by the resident inspector, and include: progress relative to schedule; major activities commencing or completed during the week; main activities now in progress; major deliveries of materials and/or equipment; difficulties which may cause delays in completion; materials and labour needed immediately; cost estimates of work completed and materials delivered (cost plus contracts); outstanding information or action required; work force, weather and other applicable remarks; accidents on site or safety hazards caused by the work, the Contractor or his agents.

The inspector will physically mobilize to site at the onset of work and perform the work to the date of Certificate of Substantial Performance. The resident inspector will be provided with a digital camera; personal protective equipment; office supplies required to perform services; cell phone or other acceptable means of communication; and a laptop computer.

3.0 **INSPECTOR WORKING DOCUMENTS**

All inspectors employed by AFN follow the guidelines commonly used by DFO for resident inspection services. The project in St. George's will be no different, with the following being adhered to:

On-site Requirements

- Review the contract documents to ensure full knowledge of and familiarity with the required work. This includes Plans, Specifications, Addenda, Change Orders, General Conditions, etc.
- Measure and document all completed construction daily with estimated quantities demolished, constructed, installed, etc.
- Measure and document all changes

- Document all on-site issues
- Set up separate folders for all on-site documentation.
 - Maintain a detailed Daily Diary. Include sketches as required.
 - Maintain a detailed Phone Diary.
 - A Critical Path Schedule to indicate exactly what work is required to be completed prior to proceeding to other work. Maintain this schedule as changes are made.
 - Maintain the Contractor's Bar Chart Schedule. Indicate the actual progress on the schedule as work is carried out.
 - Prepare Daily Reports. Include sketches as required.
 - Prepare Weekly Reports.
 - Prepare Monthly Reports.
 - Document all Health and Safety issues.
 - Notify the Project Officer immediately of an incident or accident. Notify the Project Manager, if the Project Officer is not available
 - Prepare reports as required.
 - Submit reports to office.
 - Directions to Site Inspector from office.
 - Directions given to Contractor.
 - Sketches and drawings for clarifications.
 - Revised drawings.
 - All original cross-sections and profiles of dredging, backfill, rock fill, armour stone, rip-rap, etc. if required. Maintain cross-sections and profiles with current information.
 - Shop drawings.
 - All daily, weekly and monthly documentation to the office.
 - Photos submitted to office for clarification.
 - Copies of Pre-Construction Meeting Minutes and all Project Progress Meeting Minutes.
 - On-site issues.
 - Contemplated Change Notices.
 - Change Orders.
- Take regular photographs and label as required.

Daily Contact with DFO Office (Where requested by the DFO Project Manager)

Phone call, either to the office phone or the cell phone, with brief report of construction status towards the end of day. Leave a message if the Project Officer is not available.

- Contact the Project Officer immediately as required in the event of issues that need to be addressed immediately.

Weekly Submission to DFO Office (Where requested by the DFO Project Manager)

- Submit Daily Inspector's Reports to office each Monday morning.
- Submit Weekly Inspector's Reports, with a copy of the current Contractor's Bar Chart Schedule, to office each Monday morning.
- The submissions each Monday can be done by either:
 - Scan and email
 - Fax
 - Copy and regular mail
- Submit construction photographs to office each Monday morning by email.
- All photographs to be labeled with the following

- Location
- Project name
- Project number
- Description of each photograph
- Date photograph was taken
- Take at least two overview photographs of the site at the end of each week for submission on Monday morning.
- Submit quantities placed to date to office each Monday morning, completed on Unit Table.

Submission to DFO Office – Every month (Where requested by the DFO Project Manager)

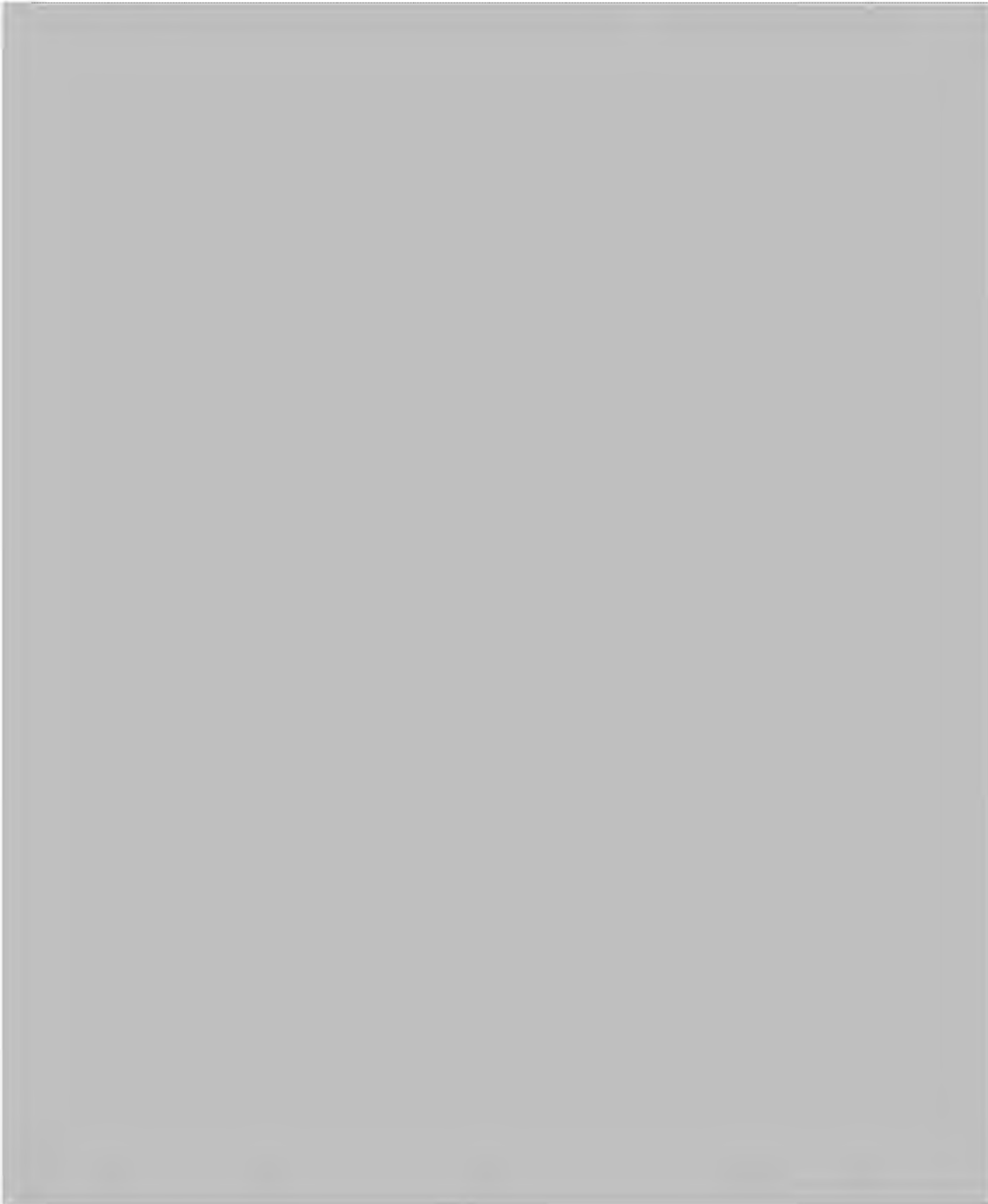
- Submit quantities for Progress Claims to office on the 28th of each month.
- Submit Monthly Inspector's Reports to office at the first day of each month.

General

- Forecast the requirements for the following to ensure we have the appropriate submissions, personnel, technical assistance on site to meet avoid construction delays. Advise the Project Officer if and as required.
 - Shop Drawings Submissions
 - Concrete Testing
 - Materials Testing
 - Diving Inspections
 - Cribseat Inspections
- Accurately document all downtime and delays. Record the following:
 - Start and end of downtime or delay.
 - Specific cause of downtime or delay.
 - Action taken by Contractor to mitigate downtime or delay if caused by Contractor.
 - Action taken by other parties to mitigate downtime or delay if caused by others.
- Submit quantities for Interim Certificate of Completion to office when required.
- Submit documentation for Interim Certificate of Completion to office when required.
- Ensure As-Built Drawings are prepared, checked and signed-off by both the Contractor's Superintendent and the DFO On-Site Inspector prior to submission by the Contractor.

4.0 RESUME OF PROPOSED INSPECTOR





5.0 CLOSING

AFN is confident that we have an understanding of DFO's needs and expectations for service required under this request and has committed to meeting these needs throughout the project duration.



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

F6139-180079

Security Classification / Classification de sécurité

SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Fisheries and Oceans		2. Branch or Directorate / Direction générale ou Direction Small Craft Harbours
3. a) Subcontract Number / Numéro du contrat de sous-traitance N/A	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant AFN Engineering Inc. 29 Brad Gushue Cres. St. John's, NL	
4. Brief Description of Work / Brève description du travail Construction Inspection Services for the Small Boat Basin Development, St. George's, NL		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada

000404



PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- | | | | |
|---|---|---|--|
| <input type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET- SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☐ No ☒ Yes
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté? ☒ No ☐ Yes
Non Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No ☐ Yes
Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☒ No ☐ Yes
Non Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes
Non Oui



PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL		COSMIC TRÈS SECRET	A	B	C	CONFIDENTIEL		TRÈS SECRET
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non ☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée
« Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non ☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée
« Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

F613B-180079

Security Classification / Classification de sécurité

St. George's Basin

PART D: AUTHORIZATION / PARTIE D: AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) John Doyle		Title - Titre Project Engineer	Signature <i>John Doyle</i>
Telephone No. - N° de téléphone 709 772-5058	Facsimile No. - N° de télécopieur 709 772-4810	E-mail address - Adresse courriel john.doyle@dfo-mpo.gc.ca	Date Nov 30, 2018
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) <i>Garry Styles</i>		Title - Titre <i>Regulatory Officer</i>	Signature <i>Garry Styles</i>
Telephone No. - N° de téléphone <i>709-772-5058</i>	Facsimile No. - N° de télécopieur <i>709-772-4810</i>	E-mail address - Adresse courriel <i>G.Styles@dfo-mpo.gc.ca</i>	Date <i>2018/11/30</i>
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui			
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

Andrew A

DFO SECURITY CLAUSE ANNEX A

- *The supplier and all individuals assigned to work on the contract or arrangement MUST NOT have access to PROTECTED or CLASSIFIED information/assets.*
- *The supplier and all individuals assigned to work on the contract or arrangement MUST NOT have unescorted access to restricted access areas of Fisheries and Oceans Canada facilities, or Canadian Coast Guard vessels.*
- *The supplier and all individuals assigned to work on the contract or arrangement MUST NOT remove any PROTECTED or CLASSIFIED information/assets from DFO site(s).*
- *Subcontracts or arrangements with a third party are not to be awarded without the prior written permission of the Contracting Authority (i.e. a new SRCL must be submitted and processed following the same procedure as for the initial contract).*



REQUEST FOR SERVICE CONTRACT CHECKLIST - RCM / PROJECT AUTHORITY

Contract Number: F6139-180079

Type of Contract: ☒ Service ☐ Construction

NOTE: This checklist is not required for Call-Up's Against Standing Offer Agreements, Grants & Contribution Agreements nor Service Contracts less than \$1,000.00 (tax excluded).

SPECIAL RESTRICTIONS:

Special restrictions have been placed on the purchase, rental, or lease of some types of goods and services. The following table provides a list of some of the restricted items that you must be aware of:

- Public Opinion Research (PWGSC);
- Legal Services (Dept. of Justice);
- Temporary Help Services (S.O. - max. of 20 weeks with RCM's signature, Senior Mgt signature required for amendments over this time);
- Procurement of Firearms;
- Research and Development (PWGSC);
- Printing - goods contracts;
- Contracting with Former Public Servants (Regional Material Management);
- Expert Witness (Regional Material Management).

(More information can be found at the following F&A 101 website:
<http://w02intra01.nrc.dfo-mpo.gc.ca/ENGLISH/Corpacct/F&A101/procure/restrict/restrict.htm>).

CAUTIONS:

The Department has put cautions/special policies in place. The following list is a sample of a few. Please consult with your regional contracting office if you are entering into a contract for these services -

- Aircraft charters;
- Vessel charters;
- Diving - Departmental Diving Safety Procedures;
- Employee/Employer relationship;
- Long term leasing of capital assets, office/warehouse space and real property.

	Yes	No	N/A	Comments
01. Is this within the Department's mandate & Program objectives?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
02. Complete Statement of Work with clearly identified stages of work to be carried out:				
Title	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Start & Completion dates (incl. Multi-Year contract)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Background Statement	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Clear description (objectives to be attained)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Description of scope of work + existing resource material	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Phases of work	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Details of any constraints imposed (i.e. policies, standards)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Departmental support required (i.e. use of assets or work on site)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Specific details re responsibilities of the client & contractor	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Requirements for progress meetings	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Deliverables to be provided (e.g. progress report, milestone, etc.)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Estimate of anticipated level of effort required	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Time schedule for completion of each stage of the work	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Location of work (on or off site)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Recommended sources (vendor)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
03. Is it a Non-competitive/Sole-source contract?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
If so, clear justification note must be documented in file consistent with TB policy.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
04. Has the obligation been entered into Abacus?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	to be completed
05. Have Official Languages issues been considered in accordance with Part IV of the Official Languages Act?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
06. If security issues are applicable:				
Has a SRCL been completed?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Copy of security clearance or e-mail from DFO security verifying approved clearance is required on file.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
http://www.tbs-sct.gc.ca/tbsf/sct/dwnld/350-103.pdf				

	Yes	No	N/A	Comments
07. Have Risk Management issues being addressed by Project Authority? Does the Company/Individual have:				
Workmen's compensation	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	to be provided
Insurance requirements	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	to be provided
Bonds/Security deposit required.....	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Accident Disability Insurance.....	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Environmental Assessment, if required, on file	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
OSH (i.e. safety briefings, copy of contractor's certifications).....	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Qualifications (i.e. copy of résumé, confirmation of educational/professional requirements, etc.)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
08. Competitive Contract - list of potential suppliers, copies of proposals, quotes.	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	3 quotes Requested
09. Copy of Signed Contract?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	to be provided
10. Supporting Documentations and Location:				
Copies of Progress Reports in file #.....	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Copy of Final Report in file #.....	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Vendor Performance & Evaluation Report on file or sent to Contracting if awarded by Contracting.....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
11. AMENDMENT TO CONTRACT: (ie. increase in level of effort, scope of work increase/decrease, increase/decrease in required resources)				
Clear rationale is documented on file.....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Obligation in Abacus	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Amendment to contractor for signature	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Signed copy on file.....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Project Authority's Signature: <u>John A. Boyle</u>	Date: <u>Nov 30, 2018</u>
RCM Signature: <u>Paul Curran</u>	Date: <u>Nov 30/18</u>

*** REMINDER note for Sole Source Justification**

Please note that the following are the exceptions for sole source as per TB policy:

- the need is one of pressing emergency in which delay would be injurious to the public interest;
- the estimated expenditure does not exceed:
 - \$25,000; or
 - \$100,000, where the contract is for acquisition of architectural, engineering and other services required in respect of the planning, design, preparation or supervision of the construction, repair, renovation or restoration of a work;
- the nature of the work is such that it would not be in the public interest to solicit bids (i.e. national security); or
- only one person or firm is capable of performing the contract (i.e. patent or copyright).

**Pages 411 to / à 424
are duplicates of
sont des duplicatas des
pages 20 to / à 33**